ATLASS II+

MAINTENANCE USER MANUAL

HANDBOOK

July 2000

ATLASSII+ USERS MANUAL

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1. **Overview:**

   a. **Purpose**: To provide a step by step guide for the use of ATLASSII+ for supported elements of the II MEF and also to provide standard format for desktop procedures. This manual is sponsored by FSMAO-1. Any recommended changes or additions to this manual should be addressed to MSgt Koepke 910-450-0883 or e-mail at koepkedw@lejeune.usmc.mil or mailto:fsmao2@lejeune.usmc.mil.

   b. **Manual Usage:** This manual is written with the intent of it being referred to while accessing a computer terminal running the ATLASS II+ application. It is intended to give a beginning user a basic familiarization to ATLASS II+.   This manual is not an all encompassing ATLASS II+ reference manual. Unit supervisory personnel are the main source of more comprehensive ATLASS II+ training. This manual will not be used as precedence to set policy. The prudent management policies and procedures as addressed in the MIMMS Field Procedures Manual, MCO P4790.2_ must also be adhered to in order to maintain a viable maintenance program.

   c. **Sytax Descriptions used in this Manual:** Basic computer skills such as keyboard and mouse usage, Windows NT familiarity, and the availability of supervisory personnel for help with situations not covered in this manual are assumed.

     1) Menu selections will be all capital letters and in bold print. For example: **WORKORDER** – this refers to the "workorder" menu selection.

     2) Subordinate menu selections will be seperated by an ">" also in bold print. For example: **WORKORDER>NEW>INDIVIDUAL** – refers to the menu selection called "workorder" with a subordinate menu selection of "new" which has another subordinate menu selection of "individual".

     3) Window names will be in italicized lettering. For example the window where you will start a new work order will be referred to as *New Work Order* window. Parts of windows (frames, buttons, drop down menus, ect.) will be referenced in Title Case.

   d. **Some terms and definitions:**

     1) **Equipment Work Order**: The purpose of the equipment work order is to consolidate all tasks associated with a particular item of equipment in the maintenance cycle.

2) **Work Order Number (WON):** A WON is an identifying number assigned to a work order.

3) **Task:** Tasks are used to manage equipment defects within ATLASS II+. Once a task is initiated it will be assigned an identifying number. Individual tasks are assigned to parent work orders. The purpose of an task is to request modification (MOD), calibration (CAL), corrective maintenance (CM), preventive maintenance (PM), and inspections (INSP) on all ground equipment within the unit's maintenance capability. The task is also used for transmitting work to supporting maintenance activities and for recording and reporting maintenance performed. Maintenance personnel will initiate a task in all instances where either maintenance resources, repair parts, or secondary repairables are required to perform requested maintenance.

4) **Mailbox:** A screen where task approvals, acceptances, and deletions are made, part requisitions are authorized, notification of required work is flagged and other important managerial information is sent and worked on.

  e. **Responsibilities**

1) **Preparing Activity**. The preparing activity may be the equipment owner, the equipment user; for example, the equipment is on temporary loan, or the equipment custodian as in the case of the maintenance section evacuating to supporting maintenance activities. The preparing activity is responsible for initiating tasks and includes completion of the basic task information and approval of the task.

2) **Maintenance Unit:** The maintenance section performing the approved maintenance will begin repairs on the equipment by accepting the task. The maintenance section will enter information on work performed as maintenance actions are completed and will close out the task when work is completed and the equipment owner accepts the equipment back.

2. **Accessing ATLASSII+:**

  a. Click on the **ATLASSII+** icon from the start-up menu. If a "WARNING" screen appears, you must press the **ACCEPT** button to continue processing.

  b. Double click on the **MML950ss** icon to enlarge. Repeat this step on the Marine holding the globe to access ATLASSII+.

   c. The seven available menu selections under the **ATLASS** menu selection will access; Maintenance, Supply, Readiness, Reports, System, Exit, and Help menus. Additionally, there are shortcut icons immediately below the menu bar that will access these same menu selections. Placing the mouse cursor over the icons will cause a small pop-up window to appear telling you what the button is for.

3. **Creating a Work Order (WO):**

   a. Click on the **ATLASS>Maintenance** icon to access maintenance information.

   b. From the menu bar click on **Work order>New>Individual.** You can only create a new work order for items that do not have a work order on them already. If a work order already has been created the system will notify you and ask if you wish to continue. If you select 'yes' a new task will be created for that work order.

   c. From the *New Work Order* (or *Search Work Order)* window select the Organization and Section (Work Section).

   d. Select from the End Item Search either TAMCN, Serno, or NIIN to start your new work order. Select from the choices available to identify the specific item to start the new work order. Only select (1) of the three choices to begin a search.

   e. From the Select End Item dropdown menu highlight the equipment for the new work order by clicking on the equipment Serno and click **OK**.

4. **Creating a Task:** A new window will appear entitled *Task - Basic Task*. The fields that require information will be highlighted in bold print.

   a. Enter the Type of Maintenance (T/M) to be performed from the drop down list. Highlight the appropriate service and proceed to the defect.

   b. The Defect has several "hot keys" to assist in finding an appropriate defect for a task. For example: C = communications equipment, E = engineer equipment, I = LTI/inspections, M = Motor Transport and P = PM services. There are several hot keys to choose from. Select the defect that best describes the task to be performed.

   c. Work Center (WC). Select the appropriate work center performing the repairs to the task.

d. Meter. Enter the odometer or hour meter reading from the item of equipment requiring repairs.

e. Priority (Pri). Select the priority the best describes the UND of the repairs. Reference MCO 4400.16_.

f. Operational Status (Op Status). From the available options select the status that describes the impact of the task on the equipment.
g. The last entry to be completed is the Discrepancy. There are 255 characters worth of space available to explain the discrepancy of the task to be performed.

h. In the event that the task is deemed not required or you made some mistakes and do not want to apply the task press the Clear button to clear all the fields.

i. Press the Apply button to process the task. This will also send all tasks to a supervisor's mailbox pending approval. If a field was not completed, an error message window will appear with instructions on what needs to be inserted.

j. After the approval of the task it will be sent to the mailbox of the maintenance section authorized to accept the task and perform the work.

k. If additional tasks are required click the Add button to continue processing tasks for the same item of equipment.

l. When all processing is completed click the Close button. This will send you to the Work Order window. The work order window will display all tasks associated with the work order.

5. **Mailbox Usage – Approving/Accepting a Task:** The mailbox is used to approve/accept tasks into the maintenance cycle. This is generally a supervisor's window into the maintenance shop and serves as a management tool. To access the mailbox click on **Mailbox** on the menu bar.

a. To begin the approval process double click on the Task Pending Approval label under the Mailbox Names. This will show a list of tasks pending approval under the Mailbox Message Details.

b. Approval of a Task: There are several ways to approve a task. It is not necessary to view a task to approve it.

1) A shortcut to approving tasks would be to click **Select All** and click **Approve**. (or)

2) Highlight the task in the mailbox message details by clicking on the task and clicking on the Approve button. This will approve task individually. (or)

3) Double clicking on the task. This will automatically put the user into the view option for the task selected. The task can be approved from the view option by clicking on Approve button.

4) The View button will allow visibility of all the information pertaining to the selected tasks. The Delete button will delete the tasks, Print will print the tasks, and Close will close the mailbox.

  c. To approve the task the supervisor will enter their Login Name and Password to confirm the task. After the task is approved click Close to return to the mailbox.

  d. Once a task has been approved it will move to the Task Pending Acceptance in the mailbox of the maintenance section who must accept the work the task is requesting. Here is how a task is accepted:

1) As above, double click on the Task Pending Acceptance label under the Mailbox Names.

2) To begin the acceptance process access the task in the Mailbox Message Details as mentioned above. Each task must be viewed prior to being accepted. This is the final step prior to adding the task to the work order. Once the task has been viewed, clicking the Accept button will accept it. The Delete button will delete the task, Print will print the task, and Close will return the user to the mailbox.

3) When the Accept button is clicked the supervisor will enter their Login Name and Password to accept the task. After all tasks have been accepted, click Close to return to the mailbox. Click Close to exit the mailbox.

6. **Parts Requisitioning:**

  a. Prior to ordering parts you must be in the *Task – Basic Task* window for the specific task requiring parts. The following steps will assist in recalling a specific work order and its associated task.

1) From the top line menu click on **Work Order>Summary**.

2) From the drop down window select the appropriate Organization. Highlight the required work center from the Sections Available list to find a work order and associated tasks, then click on the Add button. If all the work centers are to be viewed click on Add All. The Remove and Remove All buttons work in the same manner to remove work centers from the Sections Selected list. Ensure the Summary Selector button UND is selected and press OK.

3) The next drop down window will display a *Work Order Summary - by UND*. This window will display a list of WONs and a chart for equipment Awaiting Maintenance (AWM), In Work (IW), Awaiting Parts (AWP), and Job Status Totals (JS Total) by UND. Additionally, a Job Status Graph (JS Graph)will be displayed. The View button will allow the user to see the information pertinent to the work order and associated task, the Refresh button will update the work order list. The Task Summary button will also show all the task associated with a work order. The Close button will close the Work Order Summary – by UND.

4) All parts must be ordered against the task associated with the repair parts. To accomplish this;

a) Click on the WON for the equipment requiring parts.

b) Click Task Summary.

c) From the *Task Summary* window, click on the desired task that corresponds to the parts to be requisitioned and click View. This will move the user to the *Task – Basic Task* window.

  b. From the *Task – Basic Task* window click on the Parts tab. This will pull up the window to order parts.

1) Click on Add or on the Parts Package button as required for ordering a part/parts. The parts package will be covered during the PM and Modification section.

2) To Add a part, click the Add button. On the drop down window enter the NIIN, Cage, or Part No (only select (1) of the three options to begin the search) for the part to be ordered and click the OK button. This information should be obtained from the appropriate equipment technical publications. By checking the review NIIN box a list of substitutable NIINs will appear when the OK button is clicked.

3) From the *New Requisition* window the following areas do not need to be completed by maintenance personnel: Medium & Status

(M&S), Distribution Code (Dist), and Project (Proj).

    4) The Quantity (Qty), Demand Code (Dmd), Supplementary Address (SupAdd), Signal Code (Sgnl), Priority (Pri), Required Delivery Date (RDD), Advice Code (Adv), Purpose Code (Purp), Job Order Number (JON), and Remarks are responsibilities of the maintenance activity.

    a) Qty: Enter the quantity of the NIIN to be requisitioned.

    b) Dmd: Recurring (R) is the default. The other options available indicate specifically information pertaining to how the NIIN should be ordered.

    c) SupAdd: This code is used for local distribution of the repair part and may be left blank.

    d) Signal Code: Maintenance personnel should enter "A". UM-4400-124, chapter 4-4 provides a listing of signal codes.

    e) Pri: The priority of the requisition must be consistent with the F/AD, UND, and with the mission essentiality of the item requisitioned.

    f) RDD: This is the date that the repair parts are required to perform required maintenance actions per the mission of the command. Double click in the box to access the calendar and double click on the specific date required to enter the date.

    (1) Priority Designator 01 through 03 tasks meeting the criteria for expedited handling of critically needed items contained in MCO 4400.16 will be identified by entering "999" in lieu of the required Delivery Date (RDD).

    (2) NMCS/ANMCS conditions Priority Designators 01 through 08 only, which do not meet the criteria for expedited handling, will be designated by the entry of the alpha character "N" to identify NMCS and alpha "E" to identify ANMCS in the RDD field. The alpha character will be followed by a 2-digit number that represents the acceptable shipping timeframe for the item, expressed in number of days. For example, the RDD field for a priority 03 task with a NMCS indicator might read "N10", indicating that the item is required within 10 days.

    g) Adv: A listing of Advice codes and their definitions are in UM 4400-124, page 4-4-10.

h) Purpose Code: Maintenance personnel should enter "A". UM-4400-124, chapter 4-4 provides a listing of signal codes.

i) JON: JON numbers will be assigned by supply to maintenance personnel to control and account for fiscal budgeting. These numbers identify who is paying for the repair parts.

j) Remarks: Enter any comments that are pertinent to the part/s being requisitioned.

5) As parts are requisitioned the Balance (Current and Projected) figures are adjusted as each parts requisition is saved. If the Current balance should reach $0.00 all requisitions will be forwarded to the supply mailbox pending additional funds being provided.

6) Once all information has been entered click Save to process the requisition. Reset will clear all the fields if the requisition is not required.

7) After the Save button has been clicked a window will appear to display the document (DOC) number of the requisition. Clicking Print will provide a paper copy of the DOC or clicking OK will return the user to the Parts folder for additional processing.

8) After the parts are requisitioned the Job Status of the task will automatically be updated to reflect parts on order.

9) Click on a parts requisition to activate additional buttons on the *Task – Parts* window.

a) Reassign Parts is used to transfer a part from the current task to another task. Click on the Reassign Parts button and the Assign/Reassign Parts window will appear. Enter the task number in the Task To box and click OK. The part will automatically move to the new task number.

b) Location is used to identify the layette bins where the parts are being stored. The layette bin number should correspond to the work order/task number. Click on the Location button and the location window will appear. Enter the bin location and Click OK.

7. **Evacing Component Items:**

a. From the *Task – Basic Task* window click on the Component Item folder tab.

b. Under the heading Removed/Old Item list the NIIN of the component to be repaired or replaced.

c. List the Serno of the component to be repaired/replaced.

d. If the component has a meter reading enter it in the Meter block.

e. Double click on the Date block to pull up the calendar. Select the current date and double click. Click Close to exit the calendar.

f. If the component is a float item click on the Float check box. A check will appear to signify the item as a float asset.

g. The Component Discrepancy is used to annotate in greater detail the problems associated with the component. This field must be completed prior to clicking the Apply button.

h. Installed/New Item: The NIIN, Serno, and Meter must be updated, if applicable, as the new item has been accepted back into the maintenance facility.

i. After all entries have been completed click the Apply button. Next, in order to send the gear to the supporting maintenance activity's mailbox for acceptance click the Evac button.

j. From the *Component Evacuation – Float* window select the supporting maintenance activity by clicking on the appropriate radio button. If the component is being evaced to another section within your unit (inner-shop repair) click in the drop-down menu and select the appropriate section.

k. Under the Repairable Issue Point select the appropriate turn-in button.

1) Annotate the NIIN Different From Turn-in if applicable.

2) Finally, select the RIP Organization using the drop down window selections.

l. Double click on the Return Date block to pull up the calendar. Select the date the gear is required to be returned and double click on the date. Click Close to exit.

a. When all entries have been completed click OK. The task first goes to the comp evac pending mailbox for approval. Once approved a new task is automatically generated and sent to the mailbox of the

supporting maintenance activity you selected in step "j" above. The owning unit's mailbox will automatically update upon receipt of the component at the supporting maintenance activity.

8. **Personnel/Job Status (JS)/Hours:** This window is used to manually add/update the Job Status (JS), and add/update the Accumulated Work Hours. From the *Task – Basic Task* window click on the Personnel/JS/hours tab.

   a. Job Status History: The job status history is made up of automatic job status changes that occur as the equipment moves through the various maintenance processes. From time to time a task needs to be manually updated to accurately reflect the actual status of the equipment (i.e., work in progress).

NOTE: Never delete or update the original A1, A2, or W1 status'. This will put the task in an unworkable state.

      1) Add: Used to manually add a job status.

      2) Update: Used to manually change a job status that was incorrectly processed. Rarely will a job status need to be updated as most job status assignments are automatic.

   b. Accumulated Work Hours: As work is completed each individual performing repairs enters their Last Name, Shift, and the Man-hours spent performing the repairs. Click Add to add a new entry or Update to update an existing entry. Upon completion of these fields click Save.

   c. Total Hours and Repair Cycle will automatically be updated as entries are made during the active maintenance phase.

   d. After all entries have been entered click the Close button.

9. **Closing a Task:**

   a. Select the Close Task tab while viewing the task. Enter the current Meter reading from the item of equipment.

   b. Enter a narrative comment describing the actions to complete the task under Corrective Action.

   c. Click Close Task to close the task. If the work performed was completed by a commercial vendor, complete information required for a vendor from the drop down window.

10. **Closing the Work Order:**

   a. After all tasks are closed within the work order the mailbox will be updated reflecting Final QC (Quality Control) and the total number of work orders pending closure. From the menu bar or using the icon enter the Mailbox. Double click on Final QC to display all the Work Orders pending final QC.

   b. Either click on Select All or click on the WON to be closed and click View.

   c. From the *Individual - Close Work Order* window and the Close Work Order tab enter the Meter Reading from the item of equipment.

   d. Verify the Final QC section of the folder to ensure all tasks have been completed and the Ready for Issue is checked off. Click on the Final QC button.

   e. From the Login screen enter the appropriate Login Name and Password to confirm that the equipment is ready for pickup.

   f. Click OK. This will send the work order to the mailbox under an Awaiting Pickup status.

   g. Upon acceptance or rejection of the equipment the owning unit will select on the work order Accept or Reject. If the equipment is accepted annotate the Received By name of the person authorized to accept the equipment. If the equipment is rejected the equipment will reenter the maintenance cycle.

11. **Creating a WO for a Non-serialized Item (NSI) or a Component (COMP):**

   a. From the menu bar of the Maintenance window click on **Work Order>New>NSI/COMP.**

   b. From the *New Work Order – NSI/COMP* window select the Organization, and Section (this is generally defaulted from the users login).

   c. NIIN: Select the NIIN for the item to be repaired. The system will automatically generate a Temporary Serno. Click OK.

   d. The system will go to the *Task – Basic Task* window. Enter the information for the Basic Task as previously instructed. Click Apply.

    e. Verify the Meter Reading and click Yes.

    f. From the *Task – Basic Task* window click Close and from the *New Work Order – NSI/COMP* window click Cancel.

    g. From the menu bar select **Mailbox** and work through the Approval and Acceptance process as previously instructed.

12. **Processing of Parts**: The parts window will provide the user with the capabilities to requisition repair parts, view repair parts on valid requisition, and transfer parts from one task to another.

    a. **Parts Package**: The parts package is used to economize time and effort associated with requisitioning repair parts. The parts package will provide the user with the means of creating a new parts package, searching information for an existing parts package, and a parts package summary.

        1) From the *Maintenance* window menu bar select **Parts**.

        2) Click Package and New. The *New Parts Package Name* window will appear.

        3) Enter a name for the Parts Package. This name should be associated to the parts for a specific type of equipment or service. For example: M998 PM.

            a) Click OK to open the *New Parts Package* window.

            b) Click Cancel to return to the Maintenance window.

            c) Click Help for the help menu.

        4) At the *New Parts Package* window enter the NIIN, Quantity (Qty), and Advice Code (Adv Cd) for the part/s to be added to the parts package.

            a) Click Save to accept the part. This will move the user to the *Parts Package Parts Summary* window.

            b) Click Close to exit the window.

            c) Click Help for the help menu.

        5) While in the *Parts Package Parts Summary* window the user can Add, Update, Order, Close, and Delete information from this package.

        a) Click Add to add an additional NINN to the parts package.

        b) Click Update to change information pertaining to a NIIN.
Click on the NIIN and click Update to enter the Update Parts Package
window or double click on the NIIN to perform the same function.

        c) The Order button will not be activated unless the user
assesses the Parts Package from a Task.

        d) Click Close to return to the *New Parts Package Name*
window.

        e) Click Delete to remove a NIIN from the parts package.
Click on the NIIN to be removed from the list and click the Delete
button.

NOTE: If the Parts Package is accessed from the Parts folder
        of a Task the system will automatically check the PEB
        for those parts.

        Select All will apply the parts from the PEB to the
        Task and Deselect All will allow the parts selected to
        be requisitioned for the Task. Click OK to accept the
        selection and return to the previous window or click
        Cancel to leave the window.

    6) Parts Search:

     a) From the Maintenance window click on **Parts>Package>Search**.

        (1) Click on the desired package and click OK to move into
the Parts Package Parts Summary.

        (2) Click Cancel to return to the Maintenance window.

        (3) Click Help to access the help window.

        b) Once in the *Parts Package Parts Summary* window, perform
any required transactions and click Close to return to the
Maintenance window.

    7) Parts Summary:

        a) From the Maintenance window click on
Parts>Package>Summary.

        (1) Click on the desired package and click View or double
click on the required parts package to move into the Parts Package

Parts Summary.

(2) Click Delete to delete a parts package.

b) Once in the *Parts Package Parts Summary* window, perform any required transactions and click Close to return to the Maintenance window.

b. **Parts Indirect**: Indirect requisitions ARE NOT associated with a task or WON. This function is generally used to requisition PEB, SL-3 gear, and shop overhead items. The remarks column can be utilized to control and/or associate indirect requisitions.

1) From the Maintenance window click on **Parts>Indirect**.

2) At the *New Requisition Search* window enter the NIIN, Cage – Part No, or Part No of the item to be requisitioned.

a) Select NIIN and click in the Review NIIN box to look for alternate NIINs for the item selected. The Review NIIN is an optional entry. Click OK to take you to the New Requisition window or Click Help to access the help window.

(1) Once all information has been entered click Save to process the requisition.

(2) Reset will clear all the fields if the requisition is not required.

(3) If the section is in a short funds status the parts requisition will move to the supply mailbox pending available funds.

(4) After the Save button has been clicked a window will appear to display the document number of the requisition. Clicking Print will provide a paper copy of the transaction or clicking OK will return the user to the *New Requisition* window for additional processing.

b) Select Cage – Part No and click OK to take the user to the *New Requisition* window. This option is used when a NIIN was not available. Follow the steps as listed above to process these transactions.

c) Select Part No and click OK and the user will move into the *Cage List* window. This window will provide the user with a Cage number and NIIN for the part number. This is an information only window. Use the information from this window and return to the *New*

Requisition window to process the requisition.

     3) From the New Requisition window click Cancel to return to the *Maintenance* window.

  c. Parts Summary: This option will allow the user to view all open requisitions by Section.

     1) From the *Maintenance* window click on **Parts>Summary**. The Organization and Section Selection window will appear.

       a) The Organization will default to the users command in accordance with the users login.

       b) From the Sections Available menu select a specific section or multiple sections to be moved to the Sections Selected screen. This can be accomplished by double clicking on the section, or by clicking on a section and click ADD, or click and drag to the Sections Selected screen.

         (1) ADD: Takes a specific section and adds it to the Sections Selected screen.

         (2) Remove: Will remove a specific section from the Sections Selected screen.

         (3) Add All: Adds all Sections Available to the Sections Selected screen.

         (4) Remove All: Removes all Sections Selected to the Sections Available screen.

       c) Click OK. This will produce the Parts Summary window.

       d) The Parts Summary is an information only window. When research of this window is completed click Close. Click Cancel at the Organization and Section Selection window to return to the *Maintenance window*. Another TAB is also available for the parts that have been received within the past 30 days.

  d. Parts Assign: The Assign function is used to transfer parts from one task to another task.

     1) From the Maintenance window click on Parts>Assign. The *Assign/Reassign Parts* window will appear.

2) Click in the DDSN box and select the DDSN to be assigned/reassigned.

3) Click in the Task To drop down menu and select the task to receive the requisition. Click OK to process the transaction.

4) Click on Help to access the help window.

5) Click on Close to return to the *Maintenance window*.

13. **Equipment Modification Management:** ATLASSII+ provides an automated modification control program to support ground maintenance equipment.

   a. Listings: From the Maintenance window click on **Modifications>Listings**. This will access the *End Item Modification Selection* window.

        1) Select either the TAMCN, Serno or NIIN for the equipment list. After the selection has been made click OK to enter the listing, Cancel to return to the End Item Modification Selection menu, or click Help to access the help menu.

        2) At the *PEI Modifications* window the user will need to verify the Modifications Outstanding window. Modifications are automatically added to this window on a quarterly basis as the SL-1-2 and SL-1-3 is updated. The functions to be performed in this window are as follows:

             a) Complete: Select the modification that has been completed by clicking on the appropriate MI and clicking the Complete button. This will move the MI to the Modifications In Work, N/A, or Completed window.

             b) Not Applicable: Select the modification that is Not Applicable by clicking on the appropriate MI and clicking the Not Applicable button. This will move the MI to the Modifications In Work, N/A, or Completed window.

             c) WO/Task: Select the modification that needs to be applied by clicking on the appropriate MI and clicking the WO/Task button. This will prompt the user for a Login Name and Password. At this point a Task has been created and sent to the mailbox pending approval and acceptance.

        3) At the Modifications In Work, N/A, or Completed window the following functions can be performed:

a) Verify: Select the modification that has been verified as complete by clicking on the appropriate MI and clicking the Verify button. This will place a check in the Mod Verf check box and assign the date of the verification.

b) Revert: As modifications are annotated as Complete or Not Applicable they will move into the Modifications In Work, N/A, or Completed window. The Revert button will move a modification back to the Modifications Outstanding window by clicking on the MI and clicking the Revert button.

4) Save: This button will save the changes made in the PEI Modifications Window and return the user to the End Item Modification Selection window.

5) Cancel: This button will return the user to the End Item Modification Selection window. Click Cancel to return to the *Maintenance window*.

b. By End Item: From the Maintenance window click on **Modifications>End Item**. This will access the End Item Modification Selection menu.

1) Select either the TAMCN, Serno or NIIN for the equipment list. After the selection has been made click OK to enter the listing, Cancel to return to the End Item Modification Selection menu, or click Help to access the help menu.

2) At the *Modifications Outstanding by End Item* window the user will see a listing of outstanding modifications by end item.

3) Create Task: Select the modification that needs to be applied by clicking on the appropriate MI and clicking the Create Task button. This will prompt the user for a Login Name and Password. At this point a task has been created and sent to the mailbox pending approval and acceptance.

4) Close: This button will return the user to the *End Item Modification Selection* window. Click Cancel to return to the *Maintenance window*.

14. **Maintenance History:** Maintenance history is designed to provide the user with access to the history of their equipment. This field also has the capability of importing and exporting history information for equipment entering or leaving the command.

a. From the *Maintenance window* click on Maintenance History>Search. This will access the *Maintenance History Search*

window.

     1) The Organization and Section will default from the users Login Name. Select either the TAMCN, Serno or NIIN for the desired equipment history. The View menu will allow the user to tailor their search to specific maintenance functions. However, all the view options will be available for view as separate folders in the *Maintenance History* window. Click OK to enter the *Maintenance History* window, click Cancel to return to the Maintenance window, or click Help for the help menu.

     2) While in the *Maintenance History* window the user will have access to history pertaining to CM, PM, Inspections, Mod, Cal, Components, Gen History, Parts History, and Op History. Click on the tab to be viewed.

     3) Once in the desired window select the WON or Task to be viewed and click the View button. The View button will only be activated when information in the folder offers an additional view.

  b. Click Close to return to the *Maintenance History Search* window. From the *Maintenance History Search* window click Cancel to return to the Maintenance window.

15. **Utilities**: The utilities option provides the user with the capabilities to manage and update key information pertinent to an organizations equipment.

  a. PEI Location: This menu is used to track equipment in a storage program. From the Maintenance window click on **Utilities>PEI Location**. This will access the PEI Location window.

     1) Add: From the PEI Location menu click Add to add a new record. This will pull up the End Item Search window.

     a) Select the TAMCN, Serno, or NIIN of the item to be added. Ensure the correct Serno is selected and click OK.

     b) From the PEI Location – Add window the user can enter the following information:

      (1) Strg Dt: Storage Date, enter the date the equipment was inducted into the storage program. Double click in the Strg Dt box to activate the calendar. Double click on the appropriate date and click Close to move to the next field.

      (2) Insp (1): Enter the date the owning unit will initiate its first inspection. Double click in the Insp (1) box to

activate the calendar. Double click on the appropriate date and click Close to move to the next field.

      (3) Insp (2): Enter the date the owning unit will initiate its second inspection. Double click in the Insp (2) box to activate the calendar. Double click on the appropriate date and click Close to move to the next field.

      (4) Insp (3): Enter the date the owning unit will initiate its third inspection. Double click in the Insp (3) box to activate the calendar. Double click on the appropriate date and click Close to move to the next field.

      (5) Proj Ret Dt: Enter the Projected Return Date that the equipment is expected to be removed from the storage program. Double click in the Proj Ret Dt box to activate the calendar. Double click on the appropriate date and click Close to move to the next field.

      (6) Strg Rsn/Loc: Enter the Storage Reason and Location of the storage program.

      (7) After all entries have been completed click Save. This will send the user back to the PEI Location window.

   2) Update: From the PEI Location window the user can click on the Serno to be updated and click Update or double click on the Serno to access the PEI Location – Update window. The user can update all the same fields as entered for an Add. After all entries have been entered click Apply and click Save to update the PEI Location listing. Clicking the Save button will either return the user to the PEI Location menu or highlight the Next and Previous buttons.

   3) Delete: From the PEI Location window the user can click on the Serno to be deleted and click the Delete button. The user will be prompted to confirm the deletion by clicking OK or Cancel to remove the item from the listing.

   4) Print: This option will print a listing of all the equipment contained in the PEI Location.

   5) Click the Close button to return to the Maintenance window.

  b. Scheduling of PM and Calibration: From the Maintenance window click on Utilities and click on Scheduling.

1) PM/CAL: Click PM/CAL to access the *Scheduling – Preventive Maintenance* window. This menu will give the user the ability to add and update the PM/CAL schedules.

    a) Preventive Maintenance: The Preventive Maintenance folder is used to Update the PM schedule or the Meter Reading of the equipment.

    (1) Update: Select the Serno to update and click Update to pull down the Update PM Schedule menu. This menu will allow the user to update the:

    (a) Due Date: The date the PM is due.

    (b) Notify Days: The number of days prior to the PM the user is to be notified.

    (c) Notify EOT: Notify the user when the equipment is within a specified number of the EOTC.

    (d) After the above entries have been entered click Apply and Save. This will return the user to the Scheduling – Preventive Maintenance window. Click Update to continue processing information for the same Serno.

    (e) Initialize PM: The meter reading of the equipment from the last PM performed. This entry cannot be entered until after the initial Update information has been applied (steps a. – d.).

    (f) Remarks: Enter any remarks pertinent to the PM of the equipment.

    (g) Once the Initialize PM and Remarks have been entered click Apply and Save to finalize the Update cycle.

    (2) Meter Update: Select the Serno to update and click Meter Update. This window will allow the user to update the current Meter Reading.

    (a) Click Apply and Save to update the Meter Reading.

    (b) After clicking the Save button the user will be prompted back to the Scheduling – Preventive Maintenance menu.

    (c) If all processing is complete click Close to return to the Maintenance window.

b) Calibration: The calibration folder provides the user with the means to Update, Add, or Delete items from the calibration schedule. Select the Serno to update and click Update.

    (1) Update:

        (a) Due Date: At the Update Calibration Schedule the user enters the Due Date the equipment is required to be calibrated.

        (b) Type: Using the drop down window the user selects the appropriate Type of calibration required (CNR, Full, Inactive, and Special).

        (c) Remarks: Enter any remarks pertaining to calibration requirements for the equipment.

        (d) In Cal: Click the In Cal box if the equipment has been turned in for calibration.

        (e) Click Apply and Save to update the information noted above.

    (2) Add: From the *Scheduling – Preventive Maintenance* window click Add. The Add Calibration Schedule window will appear.

        (a) Equipment: Identify the equipment as a Component or an End Item by clicking the appropriate button.

        (b) Enter the equipment TAMCN, Comp NIIN (Component or End Item), Serno, Due Date, Type, and Remarks. After all information is entered click Save. This will return the user the the Scheduling – Calibration window.

    (3) Delete: Click on the Serno of the equipment to be deleted from the calibration list and click Delete.

        (a) The user will be prompted to confirm the delete by clicking Yes or No to remove the item from the calibration listing.

        (b) If all processing is complete click Close to return to the Maintenance window.

  b. Frequency Def: **CAUTION: FREQUENCY DEFINITIONS ARE EXTREMILY IMPORTANT TO PM SCHEDUALING AND SHOULD ONLY BE SET UPON INITIAL EQUIPMENT ACCEPTANCE. ONCE THE PM FREQUENCY DEF IS SET IT WILL EFFECT ALL WORK CENTERS IN THE ENTIRE UNIT.** Click Frequency Def to access the *Preventive Maintenance Frequency Definition* window. This

window is used to develop a PM schedule by PM frequency.

    c) Add: Click the Add button to enter a new frequency definition. This will move the user to the *Add Preventive Maintenance Frequency Definition* window.

        (1) Select the TAMCN of the equipment to be added from the drop down window. This will activate the NIIN field.

        (2) Select the appropriate NIIN from the drop down window. This will activate the PM Type field.

        (3) Select the PM Type for the equipment to be added. If an item has different types of PM services each PM Type will need to be added individually. This will activate the EOTC field.

        (4) Select the EOTC that pertains to the item of equipment from the drop down window.

        (5) Enter the EOT that corresponds to the PM Type. This field is used when an item of equipment has its PM's scheduled by a calendar date and a meter reading.

        (6) Click Save to add the information to the PM Frequency Definition. This will also take the user back to the *Preventive Maintenance Frequency Definition* window.

    d) Update: The *Update* window will provide the user with the capability to correct information entered from the Add option. Once all entries have been corrected click the Save button to update the frequency definition list. Clicking Save will return the user to the *Preventive Maintenance Frequency Definition* window.

    e) Delete: Click on the Serno of the equipment to be deleted from the frequency definition list and click Delete.

        (1) The user will be prompted to confirm the delete by clicking Yes or No to remove the item from the listing.

        (2) If all processing is complete click Close to return to the Maintenance window.

  c. Meter Update: From the *Maintenance* window click on **Utilities> Meter Update**. This will access the *Meter Reading End Item Search* window.

1) From the *Meter Reading End Item Search* window enter the TAMCN or NIIN of the equipment to be updated and click OK.

2) At the *Meter Reading and Update* window click on the Serno to be changed and click Update. The Print option will print a listing of all the serno's loaded for the selected TAMCN and their meter readings.

3) At the *Meter Reading Update* window the user enters the current Meter reading. Click Apply. A new window will appear to verify the meter reading. If the meter reading is correct click Yes.

   d. PEI Data Input: From the Maintenance window click on **Utilities >PEI Data Input**. This will access the *Principle End Item Search* window.

1) At the *Principle End Item Search* window enter the TAMCN or NIIN of the item to be searched and click OK. This will prompt the *PEI Data Input Summary* window.

2) From the *PEI Data Input Summary* window the user can Print or Update key fields pertinent to any of the Serno's listed for the selected TAMCN. To Update an item, click on the Serno and click Update.

a) Inserv Date: In-service Date.

b) MFRG Date: Manufactures Date.

c) Warr Exp Dt: Warranty Expiration Date.

d) Rebld Dt: Date of Rebuild.

e) Meter Limit: Limit of the Highest Meter Reading.

f) Meter Read: Current Meter Reading

g) EOTC: Equipment Operation Time Code.

(1) M = Miles

(2) R = Rounds

(3) H = Hours

(4) D = Days

3) After all fields have been updated click Apply and click Save. This process will apply the changes to the equipment record and save those changes. Clicking Save will return the user to the *PEI Data Input Summary* window.

4) From the *PEI Data Input Summary* window click Close to return to the *Principle End Item Search* window. Click Cancel to return to the *Maintenance* window.

16. **PEB Mgmt**: The Pre-expended Bin Management option provides the maintenance shop with the necessary tools to establish and manage a PEB.

a. Site: From the *Maintenance* window click on **PEB Mgmt>Site**.

1) New: Click New to create a PEB listing. This will prompt the *PEB Site Add* window.

a) At the *PEB Site Add* window the Organization and Section will be defaulted based on the user's Login Name.

b) In the PEB Site window the user will enter the following information:

(1) Site Location: Enter the physical location of the PEB. Example: Comm shop.

(2) PEB Id: This is an entry where the unit can further identify information pertaining to the PEB.

(3) Site Name: Enter the name of the site. Example: Radios.

(4) Job Order Number: Select the JON to be used when requisitions are submitted to replenish the PEB.

(5) Save: Click Save to save the information used to create a PEB. A new window will appear asking the user "Do you wish to establish a PEB inventory at this time"? Click Yes to further establish required information for the PEB.

(6) At the *Add PEB Inventory Record* window the user can continue to process information for individual NIIN's to be added to the PEB listing. This is the window where the PEB is actually built from.

(a) NIIN: Enter the NIIN for the part to be added to the PEB.

(b) PEB Loc1: Enter the location of the part within the PEB.

(c) High Limit: Enter the high limit of the NIIN to be maintained within the bin.

(d) Low Limit: Enter the low limit of the NIIN to be maintained within the bin.

(e) OH Qty: Enter the current quantity of the NIIN to be entered into the PEB.

(f) After all entries have been entered click Apply. If the OH Qty is lower than the High Limit the user will be asked if the part should be requisitioned. Clicking Yes will send the requisition to the Mailbox under Indirect Parts Pending.

(g) Click Add to save all the information added. The screen will clear and the user can add another NIIN to the PEB. Click Close to return to the PEB Site List. Click Close to return to the *PEB Site Add* window, and click Close to return to the *Maintenance* window.

  b. List: Click **PEB Mgmt>List** to show a listing of all the PEB's associated with the Organization. This is a view only window. Click Close to return to the *Maintenance* window.

  c. Inventory: From the *Maintenance* window click on **PEB Mgmt>Inventory**.

    1) List: Click List to access the PEB Site Inventory list.

      a) From the Available menu select a specific section or multiple sections to be moved to the Selected screen. This can be accomplished by double clicking on the section, or by clicking on a section and click ADD, or click and drag to the Selected screen.

        (1) ADD: Takes a specific section and adds it to the Selected screen.

        (2) Remove: Will remove a specific section from the Selected screen.

        (3) Add All: Adds all Available to the Selected screen.

(4) Remove All: Removes all Selected to the Available screen.

(5) Click View. This will pull up the PEB Inventory List.

b) At the *PEB Inventory List* click Add to add new items to the PEB. This process will access the *Add PEB Inventory Record* window. This process is identical to establishing a new PEB. Click Close to return to the PEB Inventory List.

c) Click Update to access the *Update PEB Inventory Record* window. The user can update the High Limit, Low Limit, OH Qty, Due Qty, and PEB Loc1.

d) Once these fields have been updated click Apply.

e) Click Close to return to the PEB Inventory List.

d. To delete an item click on the NIIN to be deleted and click the Delete button. The User will be prompted to confirm the process by clicking Yes or No.

e. After all transactions have been processed click Close to return to the *PEB Site Inventory* list.   Click Close to return to the *Maintenance* window.

f. Search: Click Search to access the *PEB Inventory Search* window.

1) Enter the NIIN or Part Number to be searched and click OK. If the NIIN or Part Number are not part of the PEB the user will receive a Validation Error. If the item is part of the PEB the *PEB Search List* window will appear.

2) From the *PEB Search List* window the user can update the NIIN by clicking the Update button. This process is identical to the update process mentioned above. When the search or update is completed click Close to return to the *Maintenance* window.

17. **Mailbox:** The Mailbox is the managers window to the actions being performed within the maintenance facility. The following actions can be performed from Mailbox Names.

a. Task Pending Approval: When a Task is initiated it will be sent to the mailbox pending approval.

b. Task Pending Acceptance: After a Task has been approved it will moved here pending acceptance.

c. PM Due: Information in this box is sent from the PM schedule.

d. PM Over Due: Information in the box is sent from the PM schedule for items past their scheduled PM Due Date.

e. Cal Due: Information in this box is sent from the calibration schedule.

f. Cal Over Due: Information in this box is sent from the calibration schedule for items that are past their due date.

g. Final QC: After all Tasks are closed the Work Order will appear in this box pending final QC and acceptance by the owning unit.

h. Parts Pending: As parts are requisitioned they will appear in this box pending approval.

i. Evac Pending: As equipment is Evacuated from the Task it will appear in this box until the maintenance supervisor approves the Evac and the receiving unit accepts the gear into their shop.

j. Comp Evac Pending: As a component is evacuated it will appear in this box until the maintenance supervisor approves the Evac and the receiving unit accepts the gear into their shop.

k. Indirect Parts Pending: As parts are requisitioned they will appear in this box pending approval.

l. AWTG Pick Up: When equipment has been repaired and is ready for pick up it will appear in this box.

m. Near RBD: When equipment in the maintenance cycle is nearing its Return By Date it will appear in this box.

n. Mail Type:

1) Authorized: This button will default the user to their Work Section and Organization based on their Login Name. The information listed in the Mailbox Names will depend on the users authority.

2) All: This button gives the user visibility of ALL Work Sections within their Organization.

   o. Refresh Count: If the user has been working in the mailbox for a period of time this button will update the information contained under the Mailbox Names to current information.

   p. Action Buttons: The action buttons in the mailbox will become active depending on the fields selected under the Mailbox Names.

   q. The Close button will return the user to the Maintenance window.

18. Help: The help button offers a variety of options to assist the user with the ATLASSII+ program. This option can be used for general information or to aid the user with specific information while working in various windows of the program.

SP1. Batch Work Order

   c. From the top line menu of the Maintenance window click on Work Order, New, and Batch.

   d. From the New Work Order drop down menu select the Organization, and Section.

   e. Under the End Item Search window, select either the Tamcn, Serno, or NIIN.

   f. From the Select End Item window, verify and select the specific item to initiate the batch. Click OK.

   g. When Basic Task folder appears complete the information as previously instructed.

   h. Once all the information is completed click the Apply button. Verify the Meter Reading and click Yes. This will activate the Batch button.

   i. Click on Batch. A drop down window named Batch Serial Numbers will appear. In the Available box, highlight the applicable serial numbers (by clicking on the serial number) and click Add (or double click on the serial number) to add it to the Selected column for all equipment requiring the same type of maintenance service.

   j. Click OK. This will return the user to the Task – Basic Task window where the user first initiated the batch process.

   k. Click Close and return to the Mailbox.

   l. From the mailbox, follow all the steps previously mentioned for Approving and Accepting a task.

   m. During the Acceptance phase on the batch task ALL the meter readings will need to be entered with the exception of the initial task of the batch.

SP2. NSU: Non-Supported Unit.

   a. From the top line of the Maintenance window click on Work Order, New, and NSU.

   b. Supply will need to load the Organization, Section, TAMCN, Serno and NIIN to be supported. If supply has not loaded this information the OK button will not be highlighted after the required

fields are typed in.

   c. From the Non-supported Unit drop down menu select the Organization, and Section. Enter the TAMCN, Serno, and NIIN of the item to be repaired and click OK.

   d. At the Task – Basic Task window continue to process the task as previously instructed.

   e. Upon completion of the Approval and acceptance phase the task MUST be evacuated to the unit that created the NSU. Return to the initial task (Work Order Search) and click Evac.

   f. From the End Item Evacuation window select the Evacuation Maintenance Activity and click Section. Select the section that initiated the task. If a Return Date is required, double click inside the box to bring up the calendar. Double click on the required date and Close the calendar. Click OK.

SP3. Work Order Search: The work order search gives the user a medium to find open work orders by Organization, Section, Work Order Number, and Serno.

   a. The Organization and Section are mandatory to complete. Either the Work Order Number or Serno must also be completed to process the search. Click OK.

   b. From the work order click Task.

   c. At the Task – Basic Task window all task associated with the work order may be accessed and updated. When all updates are completed click Close. This will return the user to the work order.

   d. After ALL task have been completed the user may select the Close Work Order folder to close the work order and send all the maintenance actions to history. Click Close to return to the Work Order Search and click Cancel to return to the Maintenance window.

    1) Closing a work order is typically a function of Quality Control (QC).

    2) The process of closing work orders is generally accessed from the mailbox as task and work orders appear under the Final QC section.

SP4. Work Order Summary: The work order summary provides a user the means to select a specific or all sections with open work orders.

a. To access the work order summary click on Work Order from the Maintenance window.

b. Click on Summary from the drop down window. This will take the user to the Organization and Section Selection window.

c. The Organization will default to the users command in accordance with the users login.

d. From the Sections Available menu select a specific section or multiple sections to be moved to the Sections Selected screen. This can be accomplished by double clicking on the section, or by clicking on a section and click ADD, or click and drag to the Sections Selected screen.

   1) ADD: Takes a specific section and adds it to the Sections Selected screen.

   2) Remove: Will remove a specific section from the Sections Selected screen.

   3) Add All: Adds all Sections Available to the Sections Selected screen.

   4) Remove All: Removes all Sections Selected to the Sections Available screen.

e. Select the Summary Selector click either on UND or FAD.

   1) UND: Sorts all Sections Selected by Urgency of Need (UND).

   2) FAD: Sorts all Sections Selected by Force Activity Designator (FAD). This sort is typically only used for units with multiple FAD's.

f. Click OK. The next drop down window will display a Work Order Summary – by UND. This window will display a list of Work Order Numbers (WON) and a chart for equipment Awaiting Maintenance (AWM), In Work (IW), Awaiting Parts (AWP), and Job Status Totals (JS Total) by UND. Additionally, a Job Status Graph (JS Graph)will be displayed. This graph depicts a visual representation of the work orders in the maintenance cycle. The View button will allow the user to see the information pertinent to the work order and associated task, the Refresh button will update the work order list. The Task Summary button will also show all the task associated with a work order. The Close button will close the Work Order Summary – by UND.

SP5. Tasks Search: The task search gives the user a medium to find open work orders by Organization, Section, Work Order Number, and Serno.

   a. From the Maintenance window click Task. This will provide a drop down window to perform a task search.

   b. Click Search. The Task Search window will appear.

   c. The Organization and Section are mandatory to complete. Either the Work Order Number or Serno must also be completed to process the search. Click OK.

   d. At the Task – Basic Task window all task associated with the work order may be accessed and updated.

      1) The Apply button is used to process a task and sends the task to the mailbox pending approval and acceptance.

      2) The Add button can be used to add a new task to an item already in the maintenance cycle.

      3) Additional tasks associated with the same serno can be viewed by clicking the Next or Previous buttons.

      4) Equipment may be evacuated by clicking the Evac button. This will send the task information to the mailbox pending approval.

      5) The Clear button is used to clear a task prior to clicking the Apply button.

      6) When all updates are completed click Close. This will return the user to the Task Search window.

   e. Click Cancel to return to the Maintenance window.

SP6. Tasks Summary: The tasks summary provides a user the means to select a specific or all sections with open work orders.

   a. To access the work order summary click on Tasks from the Maintenance window.

   b. Click on Summary from the drop down window. This will take the user to the Organization and Section Selection window.

   c. The Organization will default to the users command in accordance with the users login.

   d. From the Sections Available menu select a specific section or multiple sections to be moved to the Sections Selected screen. This can be accomplished by double clicking on the section, or by clicking on a section and click ADD, or click and drag to the Sections Selected screen.

      1) ADD: Takes a specific section and adds it to the Sections Selected screen.

      2) Remove: Will remove a specific section from the Sections Selected screen.

      3) Add All: Adds all Sections Available to the Sections Selected screen.

      4) Remove All: Removes all Sections Selected to the Sections Available screen.

   e. Click OK. This will produce the Task Summary window.

   f. From the Task Summary window either double click on the appropriate Task No for the task to be viewed, or click on the appropriate Task No to be viewed and click the View button. This will take the user to the Task - Basic Task window.

   g. When all transactions are completed click Close to return to the Task Summary window. Click Close to return to the Organization and Section Selection window. Click Cancel to return to the Maintenance window.

SP7. Additional Instructions:

   a. Helpful Hints

      1) Sort and Display: Various screens throughout the ATLASS2+ program have the ability to be manipulated to the viewers preference. For example: From the Work Order Summary – by UND window we will show how to change the sort and display of information located in the List.

      2) Right click on the information in the header to sort all task/work orders by the WON, Section, JS, Pri, and TAMCN.

      3) The "Hot Keys" to perform these same functions are the underlined letters from each column heading. Type the letter of the field to be sorted to activate to sort.

4) The information displayed can also be changed by clicking on the column heading and dragging the column to the desired location within the List box. This will allow the user to view the List box as desired.

5) The sort option will only sort the information by a single column. Multiple sorts within the window are not possible.

SP8. <u>Worksheet to update the PM schedule when a meter is replaced</u>.

The following steps will update the Due EOT column of the PM Schedule so that it will reflect the correct meter reading required to perform the next scheduled PM for equipment that had its meter replaced. This computation must be computed for each frequency definition relating to the equipment.

Step 1. Record the reading from the old meter.

Step 2. Using the "PM Schedule" screen complete the following computations of the below worksheet:

Column from PM Schedule screen	Computation	Number in column/recorded
Due EOT		
Old meter reading	–	
	=	
Current meter reading	+	
	=	
EOT Interval	–	
This number will be entered in the Initialize PM checkbox	=	

Step 3. Go to the PM Schedule window and highlight the item that had the meter replaced. Click to update the record. In the Update PM Schedule window put a check in the Initialize PM checkbox and enter the number you computed in the above worksheet into the block that appears. Click apply and save. The Due EOT will reflect the correct meter reading required to perform the next scheduled PM.

Example: Using the following information:

```
Old meter reading        = 39
Due EOT                  = 147
Current meter reading
   (from new meter)      = 1
EOT interval             = 250
```

Using this information here is what the worksheet would look like:

Column from PM Schedule screen	Computation	Number in column/recorded
Due EOT		**147**
Old meter reading	–	**39**
	=	**108**
Current meter reading	+	**1**
	=	**109**
EOT Interval	–	**250**
This number will be entered in the Initialize PM checkbox	=	**-141** (Notice this is a negative number)

The number "-141" will be entered in the "Initialize PM" block.

ATLASS II+

CONSUMER LEVEL SUPPLY

HANDBOOK

The purpose of this handbook is to present procedures and techniques to help employ ATLASS II+ in a consumer level account.

This handbook does not replace policy. Rather, it only replaces certain sections in the UM 4400-124. The procedures covered herein do not apply to the following types of materiel: perishable subsistence, individual clothing, garrison property, lumber, ammunition and bulk fuel. Such materiel will be accounted for in accordance with current applicable Marine Corps directives.

In certain sections this handbook refers back to UM 4400-124, especially for decision tables and codes. The table of contents lists the chapters and major sections.

Any suggestions to improve the procedures contained in this handbook are welcome.
Please contact FSMAO-1 at 450 0883/0852 (DSN 750).

CHAPTER 1 - GENERAL INFORMATION

1. **Rights and Privileges**. Rights and privileges (System Qualifications or "SQ") allows access to the ATLASS II+ system by definition and need. The Functional System Administrator (FSA) is responsible for providing all personnel with their rights and privileges to the system. Coordinate the assignment of access, rights and privileges with the S-4, Supply Officer, Maintenance Officer, Commodity Section Heads and Responsible Officers. Detailed instructions are contained within the Implementation Planning Document (IPD) that was distributed during the initial ATLASS II+ implementation training.

2. **Electronic Reports**. This paragraph contains information concerning electronic reports, which can be generated by the using units. These reports are provided to assist the using unit in the overall control and management of its assets.

    a. **Money Value Gain/Loss Report (MVGL)**. This report provides each activity with a listing of all lost shipment, administrative, inventory, and miscellaneous gain/loss transactions, as well as the extended dollar values of the gains/losses. This report will tell the command how well assets are being controlled. A significant number of losses or gains should alert the supply officer and the commander to investigate the causes of these discrepancies. A MVGL will only be produced if you run the batch job. It is recommended that the MVGL be produced on a periodic interval: upon completion of the annual inventory, change of CO/SupO, and at least monthly, and then taken to the CO for signature. This will save paper and help keep your records organized. This report can be found from the main menu by:

        (1) Selecting the Supply Icon then,
        (2) Selecting the Report Icon then,
        (3) Selecting the Money Value Gain/Loss Report

NOTE: Gains/losses can also be viewed prior to approval via the "Pending MVGL Report".

    b. **Performance Analysis Report**. This report provides the supply officer and the commanding officer a view of the stock status of the account. The report provides a breakdown of the account by the number of line items and their dollar value. This report can be found from the main menu by:

        (1) Selecting the Supply Icon,
        (2) Selecting Property Accounting Reports then,
        (3) Selecting the Performance Analysis Report

    c. **ADHOC reports**. These reports are generated as required by the command. They provide a customized view of various aspects and reports within the unit. Instructions on how to create adhoc reports were provided during initial ATLASS II+ training.

3. **File Maintenance.** Files and records required to be maintained in the using unit supply office include:

    (1) The responsible unit's original signed section material file (SMF) (Retain 1 year).

    (2) Memorandum fiscal records. (Retain 5 years)

    (3) Supply and maintenance directives. (Retain as required)

    (4) General correspondence files. (Retain 2 years)

    (5) Voucher files. (Retain 2 years)

    (6) Letters of appointment and revocation file. (Retain 5 years)

    (7) Letters of authorization to receipt for materiel file. (One year)

    (8) Investigations (5 years)

    (9) Cash/Checkage sales records (5 years)

    (10) Copies of Supply Discipline Reports (2 years)

4. **Directives and Publications**. The Marine Corps publishes both procedural instructions and reference publications for supply guidance. In certain instances, publications of other services may be utilized. For day to day operations all publications less portions of UM 4400-124 remain the same in an ATLASS II+ shop. Most reports and documentation can be viewed and filed electronically.

    a. Four manuals constitute the broad policies and regulations for management control of supply operations as they pertain to ATLASS II+ and are required for retention and use:

        (1) Consumer Level Supply Policy Manual (MCO P4400.150E)
        (2) Uniform Material Movement and Issue Priority System (MCO 4400.16G)
        (3) Regulated/Controlled Item Management Manual (MCO P4400.82F)
        (4) Total Force Structure Process (MCO 5311.1C)

    b. ATLASS II+ uses FedLog as the source data for NIIN, nomenclature, etc. This information is maintained on the MEF repository.

CHAPTER 2 - INVENTORY CONTROL PROCEDURES

General Information. Using units maintain in serviceable condition specific quantities of certain items that are considered essential to the operation and mission of the unit. These items are referred to as either organic equipment or operating stocks, and were previously known as allowance items and/or demand supported items. Purpose codes are utilized to provide the owner of materiel with a means of identifying the reason for which the materiel is recorded. Part 1 contains the procedures and related information pertaining to the effective control of operating stocks authorized within a using unit, or purpose code A. Purpose Code C is used to denote authorized allowance stocks, or T/E assets within the using unit. Organic equipment/allowances items are discussed in Part 2. ATLASS II+ only allows items to be either purpose code A or C, not both – however, it can allow various condition codes. This is a significant change from SASSY.

Personnel within the Customer Service Section of the intermediate supply activity or the II MEF ATLASS help desk will be the point of contact for any problems that arise, and for coordination of all the requirements in the areas of inventory, data entry, and transaction reporting. Additionally, help should be sought out from your chain of command, SMAT and FSMAO personnel.

PART 1 – OPERATING STOCKS (PURPOSE CODE A)

1. Demand supported/operating stocks are defined as those quantities of expendable and nonexpendable items which are not allowance items but are authorized to support mission requirements based on usage or authorized protected levels. There are two types of stockage criteria, refer to MCO P4400.150E:

   a. Demand-Supported Stockage criteria - An item may be maintained if there are at least 6 requisitions for that item within the previous 6 consecutive months. Quantities stocked must be reviewed and if required, adjusted quarterly.

   b. Limited-Demand Stockage criteria - Is an item for which usage is anticipated but the item does not meet the criteria for demand-supported stockage criteria, examples are as follows:

      (1) **Initial Issue Provisioning (IIP)**. The process that establishes the range and quantity of initial support items required to support an end item for a period of time which extends from placing the item in service until full responsibility for support can be assumed by the supply system through routine replenishment. IIP stocks are protected. Refer to MCO P4400.150E and MCO P4400.79F (Provisioning Manual).

      (2) **Insurance Items**. Those items that have no computed demand and are stocked based on predetermined specific quantities. Insurance items may be required only intermittently or occasionally and are stocked because of the essentiality or procurement lead-time of the item. The term includes those items for which no failure is predicted through normal usage but, if failure is experienced or loss occurs through accident, lack of a replacement item would seriously degrade the operational capability of a weapon, weapon system, principal item, or Low

Density (LD) item. Note in MCO P44400.150E, that an item approved to be stocked as an insurance item may not exceed the quantity one (1).

2. **Operating Stock Level.** Allowance determination policy is found within MCO P4400.150E.

a. Operating stocks are carried within the Property Accounting tab of ATLASS II+ as Ready for issue (RFI), Purpose Code A Condition Code A items. Levels of operating stocks are automatically calculated by running the Average Monthly Recurring Demand (AMRD) process located within the Predefined Process Tab within ATLASS II+.

b. Prior to doing a Buy Review, the using unit should run the AMRD process to update the Requisition Objectives (ROs) and Reorder Points (ROPs), and then run the Recomputation process within the Property Accounting Module. The Buy Review within ATLASS II+ is located within the Item Management Tab. Once selected you have the option to buy to RO total, buy to ROP total, or buy to backorder total. Whichever is selected will process those requisitions to the supporting intermediate supply activity and cause replenishment assets from intermediate supply activity stocks or a subsequent source of supply to be sent to the you. You can modify the quantity you buy using the "TopOff Buy" field.

c. Using units that rate Operating Stocks will use the fixed level requirement code.

d. **Low Density Stockage**

(1) Low-density (LD) end items are combat/mission essential items which are purchased in very small quantities. To reduce repair time, unit commanders are authorized stocks of secondary reparables and critical repair parts to support these LD end items. The initial issue provisioning process provides the initial stocks of reparables/parts which are treated as allowances during the demand development phase (2-3 years) of an item's history (refer to MCO P4400.79F and MCO P4400.150E). In addition, the unit commander, with the approval of the force commander, may designate additional items to be stocked as insurance items. Items that support LD equipment are listed on the using unit's balance file with a fixed level.

3. **Issues**

a. **Using Unit Initiated Issues**. The following issue transactions are initiated at the using unit issue point:

(1) **Over-the-Counter Issues to WCs.** Issue of materiel by the using unit from operating stock to an end use in response to a task created by a work center (WC) is considered an over-the-counter issue. An over-the counter issue from operating stock results in a statistical charge to the using unit and a financial transaction generated to the fiscal officer.

(2) **Pre-expended Bins**. Pre-expended bin (PEB) stocks are modest stocks of low-cost, fast-moving expendable items, which are designed to facilitate the maintenance function by making everyday use items readily available at a maintenance or supply storage site. Pre-expended bins may be established at any unit performing maintenance or repair of equipment.

(a) Stocking of PEB's should be coordinated throughout the unit. ATLASS II+ automatically issues PEB items for parts needed on a work order number (WON) if those parts are in stock at supply or the WC. If the item(s) is not in stock, the task will automatically be passed to the ISSA.

(b) The maintenance section/WC issue point accomplishes replenishment of PEB's. Once issued to the pre-expended bin, no further supply accounting action is required.

(3) **Issues to Assembly**. Issues to assembly denoted by a "L" within Organic Equipment under the Transfer Tab, includes material issued from operating stock to complete sets, kits, chests, or items received from the supply source with components or accessories missing. The issue to assembly transaction does not result in a fiscal charge to the using unit.

4. **Receipts**. The issue point established at the using unit physically receives all materiel marked for the unit and makes the appropriate distribution to the respective WC/Task or places the materiel in stock. It is imperative that the issue point verifies the purpose code of all assets received. If purpose code C assets have been ordered by WCs as purpose code A, the "divert to stock" block within the receipting grid must be checked to ensure the item is properly loaded to the property records.

a. **Types of Receipt Transactions**. The following are receipts most commonly received by the using unit issue point:

(1) **Materiel Receipt Transaction**

(a) The DD 1348-1 is received with the materiel as a result of requisitions to the supply source. The majority of the receipt transactions will come from the supporting intermediate supply activity; however, other supply sources (i.e., IMM'S) will provide material as requested. The materiel receipt transaction will contain the unit's document number with NSN requested or the substitute NSN furnished.

(b) ATLASS II+ allows the using unit to assign sets or series of document serial numbers to certain types of transactions and/or WCs. For example, a unit may decide to assign 5000 series serial numbers to all replenishment buys for operating stock (Purpose Code A). Another instance might be to assign all 2000 series serial numbers to the Motor Transport WC. This capability should be utilized whenever possible to streamline and simplify the receipting process.

(2) **Materiel Transfer Transaction (Redistribution)**

(a) The materiel transfer receipt transaction denoted by a "M" within Organic Equipment under the Transfer Tab is a redistribution order from unit to unit, once directed by higher authority.

(b) Marine Corps-controlled items (CIC's A through I) may be redistributed within the MSC by use of material transfer transactions, as directed by higher authority.

(c) *Note that units should always export (to diskette) the maintenance history of equipment to be redistributed prior to processing the material transfer transaction. Gaining*

units will need to import this history into their ATLASS II+ machine before receipting for redistributed items.

(3) **Materiel Receipt From a Work Center**. When a WC turns in serviceable materiel to the issue point, a materiel receipt transaction will be transmitted (receipt not from due).

PART 2 – ORGANIC EQUIPMENT (PURPOSE CODE C)

1. **General information**. It is the responsibility of the using unit commander to have on hand or on order at all times quantities of authorized allowances as directed by the unit's T/E and other allowance-type publications or directives issued by higher headquarters.

a. Allowance publications are considered as guidance directives to using units. The specific allowance publications or directives will normally indicate the degree or latitude which the commander is permitted in dealing with such allowances and stocks. MARFOR using units will establish and maintain stock levels as follows:

(1) Type I - In accordance with the current T/E.
(2) Type II (As required) - On hand quantities of Type II items are stocked in accordance with the determination of the Major Subordinate Command (MSC) commander except when higher headquarters directs specific allowances.
(3) Type III - As authorized by the current edition of MCO 4000.10. These items will also be listed on the T/E.

2. **Unit Material File (UMF)**. The UMF is the **primary** means by which a unit commander establishes and accounts for allowance-type items. The UMF is a Management tool (report) which allows the commander to prevent shortages and/or unauthorized excesses of the allowance-type assets.

a. Every unit commander who has T/E and/or special allowances established by Headquarters, Marine Corps and annual type II allowance adjustments authorized by the force/MSC commander will establish and maintain a UMF to control T/E assets. The using unit is responsible for the continuing maintenance and service of allowance assets and requirements loaded to the UMF. The UMF provides current information, such as NIIN, unit price, overages, shortages, and other such information for allowance-type materiel within the command. The UMF may be maintained electronically within ATLASS II+. Supporting documents (i.e., investigations, checkages, or sales slips, Letters of Unserviceable Property, Proof of Deliveries, etc.) will be maintained in the using units voucher file.
(1) Allowance quantities specified on the UMF are mandatory allowances (see paragraph 2.a(4) below). They will be on hand or on order at all times unless documented as unfunded deficiencies. When the on-hand and due quantities fall below the allowance quantity, the unit will prepare a requisition for the deficient quantity. Requisitions for controlled items will cite the appropriate 4-series Advice Code (refer to ATLASS II+ help or page 4-4-10/13 of UM 4400-124).
(2) The using unit's allowance items are carried on the (UMF) as Purpose Code C Condition Code A. Total allowance assets are equal to the on-hand quantity plus any authorized

due quantities. Authorized allowance requirements represent all T/E allowances and special allowances plus/minus command adjustments. Replenishment of allowance-type items must be by requisition submitted from the using unit or issued from existing operating stocks.

(3) The allowance record may contain a Primary National Item Identification Number (PNIIN) and up to nine substitutes. Allowance quantities are recorded against the prime NIIN, with the on-hand quantity printed for the actual NIIN of the item on hand. The total of the on-hand quantities plus dues should equal the authorized allowance figure shown for the prime NIIN. When these quantities are not equal, the unit is either deficient or in excess of its authorized allowance items. Excesses will be indicated by the number of items in excess as shown in the over/short column. The over/short column indicates shortages by showing the quantity figure short and a minus sign.

(4) Note that the UMF does not reflect total T/E/authorized allowances. Rather, it shows the total allowance inducted into the system by the unit. Total T/E allowances are found within the "management" tab. It is imperative therefore, that units ensure allowance information inducted and posted to the UMF is accurate. All disparities between the total allowance listed on the UMF and actual T/E allowance must have documented justifications (i.e., letters authorizing command adjustments, etc.).

c. All Marine Corps controlled items resident in FEDLOGS will be identified on the UMF with CIC's of A through I. If the item listed on the UMF is locally controlled as designated by the force or local commander, CIC 2 will be assigned. If the item is not designated as a controlled item, this column will be blank.

d. Issue all allowance items to WC's using the T/E as a guide. Upon receipt of an allowance item from a due-in requisition, issue the item by serial number (if serialized) and quantity to the appropriate WC. Coordinate the actions of the UMF, SMF and DMR clerks to ensure allowance items are loaded to SMF's and signed for by the Responsible Officer.

3. **Assignment of Local TAMCN's**

a. Occasionally, items are held by using units which must be controlled as allowances, but which have not been assigned TAM Control Numbers, e.g., flags, band instruments, and captured enemy weapons. In order to load items to the Section Material File/UMF, it is necessary to have a TAMCN and an allowance for the items. The source for assigning local TAMCN's is the Customer Service Section of the intermediate supply activity. The source for approval of local allowances is the CG of your MSC, or CG MEF for MEF HQ's.

b. The using unit will submit correspondence to the Customer Service Section requesting a local TAMCN be assigned to a particular item. The required information to assign a local TAMCN is item nomenclature, NIIN, and commodity area (i.e., communications, engineer, ADPE). Additionally, if no NIIN exists request a local NIIN and forward it along with the correspondence.

c. Local TAMCN's are intended for short-term use, refer to MCO P4400.150E.

4. **Allowance Change Transaction**. ATLASS II+ permits changes to be made to the allowances listed on the UMF, as long as the total allowance does not exceed the T/E allowance.

Therefore, *caution should be used to ensure only authorized allowance changes are being inducted* (i.e., use of command adjustment field). Using units should utilize the "management tab" for the day-to-day management of T/E allowances.

a. The T/E allowances are automatically loaded/updated to the ATLASS II+ server when the Intermediate Supply Support Activity (ISSA) runs the MDL process. Specific changes to allowances are detailed in the organic property section of your ATLASS II+ computer. Following the MDL process, units may view all T/E changes by printing out the MDL exception report (available within the management tab). Necessary changes may then be inducted using the management tab.

b. Do not load planned allowances on the EAF to the UMF. Also, an approved allowance for new equipment is not always authority to requisition the equipment. New equipment is fielded in a variety of ways. Sometimes it is force-fed and sometimes there are special funding instructions. Instructions are contained in the Users Logistics Support Summary (ULSS). Obtain the ULSS from MarCorSysCom or your MSC/MEF Supply office for all planned allowances.

c. The allowance change transaction is used to build, change, or delete the data elements in the UMF (to include positive and negative command adjustments).

5. **Disposition of UMF Excess Quantities**

a. When the UMF reflects that an allowance item (Marine Corps-controlled item, CIC's A through I) has an excess quantity, the unit will request disposition instructions in accordance with procedures established by the local command. Excess consumable items will be transferred to Purpose Code A for rollback to the supporting intermediate supply activity during the scheduled item review. When disposition instructions are furnished to redistribute assets between using units within the major command, the following action will be taken:

(1) The redistribution order will be used to account for a management-directed redistribution. The units involved will, upon direction from higher authority, ship gear to be redistributed by using a shipping invoice/Material Release Order (MRO). The document number will either be directed by higher headquarters or provided by the receiving unit. Receiving units will pick up the item within a reasonable amount of time (usually 3 working days). The Supply Officer and RO will coordinate the redistribution effort to minimize movement/handling of the redistributed asset.
(2) The originating unit will submit a redistribution document prior to completion of the shipping action.
(3) Again, the issuing unit must remember to export the maintenance history of the equipment to be redistributed before processing the material transfer transaction.

b. If the excess assets cannot be redistributed within the major command, the using unit or MSC/MEF will submit to MARCORLOGBASES a Recoverable Item Report utilizing the WIR Online Program Helper (WOLPH) or by Naval message. All document numbers will contain the

letter "E" in the first position of the document serial number: refer to MCO P4400.82F. Upon receipt of disposition instructions, one of the following actions will be taken:

(1) **Turn-In to MARCORLOGBASES**. Prepare an issue to rollback transaction, with the same document number as the one submitted to COMMARCORLOGBASES, and place the AC of the receiving MCLB. An invoice will be produced for the unit to ship the materiel as instructed a copy of the request along with disposition instructions will be retained in the using unit's Voucher File. Prepare a PP&P request and take it, the asset and the POD to PP&P. Per current policy this must happen within 5 days of the date of the COMMARCORLOGBASES disposition instructions.

(2) **Turn-In to Disposal**. Prepare an issue to disposal transaction with the same document number as the one submitted to MARCORLOGBASES. An invoice will be produced for the unit to turn materiel in to the disposal activity. A copy of the request along with disposition instructions and a copy of the invoice receipted for by disposal will be retained in the using unit's Voucher File. Take to DRMO as soon as transportation can be arranged.

c.   While awaiting disposition instructions on equipment reported as excess, necessary maintenance will be accomplished to prevent deterioration of the equipment and to maintain the equipment in the same condition as reported. Corrective maintenance will not be initiated to upgrade the condition of excess equipment.

d. For SAC 1 consumables or expendables, send correspondence to the customer service section giving details of the excesses (NIINs, NOMENCLATURE, QTY), customer service will review and advise which items will be accepted by the intermediate supply activity and which items will be sent to disposal. For the items that will be accepted by the intermediate supply activity, prepare a rollback transaction to roll the excess assets back to the intermediate supply activity. Insure that assets to be rolled back are in Purpose Code A, Condition Code A. If large numbers of items are being processed at the same time, the using unit may be required to schedule the delivery in accordance with local intermediate supply activity procedures. Contact your MSC/MEF for inter MSC/MEF procedures prior to rolling items back to the local intermediate supply activity.

e. If excess consumables or expendables are unserviceable and not on the records, induct a receipt not from due ensuring the item is placed into the proper condition code (e.g., F), then induct a turn in to disposal transaction. If items are serviceable and not accepted for rollback by the intermediate supply activity, induct a turn in to disposal transaction. In both instances, an invoice/MRO will be produced within ATLASS II+. Attach the invoice to the materiel and turn the items in to the Defense Reutilization and Marketing Service (DRMS). The correct purpose code/condition code is a required prerequisite to the disposal action because DRMS requires unserviceable materiel to be appropriately classified prior to turn in.

6. **Disposition of UMF Excess Dues**. In those instances when the UMF reflects an Excess Quantity Due because of assets on requisition, the unit will request instructions in accordance with local command procedures. The local command will consider the following:

a. Supply or shipping status on the open requisition indicates the asset has been released or is already in the shipping cycle. The local command will determine whether shortages exist at other using units within the command for the item. If a requirement exists, redistribution may be directed when the asset is attained. If no command requirement exists, cancellation may be attempted by directing the using unit to submit a cancellation request into the inventory cycle requesting total or partial cancellation of the requirement at the source of supply. The supply officers can follow-up with the SOS via phone-con. SOS phone numbers are available in the DLSC/Customer Assistance Handbook (1-877-352-2255).

b. If the last status received indicates the asset has not been released for shipment, then the using unit should be directed to cancel the requisition at the source of supply.

7. **Section Material File (SMF)**. The SMF is provided in AC/WC/TAMCN sequence. The SMF lists the authorized allowance and on hand quantities for items in the custody of the Responsible Officer (RO). The SMF resembles the UMF and contains the USMC/serial numbers of all on-hand serialized allowance-type items. The SMF lists both expendable and non-expendable allowance items. The signed SMF is an official accounting record and the items signed for by the RO are his/her responsibility until relieved of responsibility, in writing, by the commanding officer. SMF's should be maintained current on a daily basis. Coordinate actions between the UMF and SMF clerks to ensure the accountable records are current on a daily basis. Any expendable items which the Commanding Officer designates in writing as locally controlled items will be treated as nonexpendable and will be loaded to the UMF and SMF with CIC 2. Reconciliations between the RO's and supply will be conducted at a frequency (quarterly, semi-annually, every four months) set by the Commander or MSC to best facilitate accurate record keeping within the unit. Currently, quarterly reconciliations are the standard, with one being designated as the annual inventory.

a. Using unit actions are as follows:

(1) Maintain the signed copy of the SMF for each WC together with all adjustment transactions (receipts, issues, and inventory adjustments) in TAMCN sequence for one year from the date of RO's signature. Make changes to the SMF as they occur because any change to the SMF affects the UMF.
(2) Annually and upon change of RO, the RO will conduct an inventory of all assets, to include stock list components. Refer to figure 3-1 for procedures. The RO will report the on hand quantities of all assets and submit a request for investigation/adjustment to property records to the commanding officer via the supply officer for <u>all</u> disparities not supported by documentation (i.e., 1348-1). Refer to figure 3-2.
(3) The supply officer will prepare the unit's cover letter and provide it and a sufficient quantity of SMF's to each RO. The CO will specify a period of time to conduct the inventory or reconciliation and when the results are due to the supply officer.
(4) Upon receipt of the signed copy of the SMF from the responsible officer, reconcile any differences that may exist and conduct causative research to determine the causes. Endorse the RO's package and forward to the Commanding Officer. Refer to figure 3-2. Changes supported by authentic documentation will be made prior to the RO signing a new SMF, and should <u>not</u> be placed upon the Request for Investigation/Adjustment to Property Records.

Quantities/serial numbers in dispute (documented on the RO's letter) will remain on the SMF until adjudicated by the Commanding Officer.

(5) The USMC/serial numbers, for which the RO is responsible will be recorded on all copies of the SMF's.

b. Responsible Officer actions are as follows:

(1) Conduct proper care and use of assets and maintain positive control on all assets by use of trip tickets or subcustody as appropriate. Refer to the applicable technical manuals, SL-3/4 and MCO P4400.150E. To reiterate, the signed SMF is an official accounting record and the RO is responsible for all items until relieved of responsibility by the commanding officer. The RO is responsible for all T/E property in his area of responsibility. Therefore, if items are discovered which are not listed on the SMF, the RO is required to report them to the Commanding Officer via the supply officer.

(2) When the responsible officer receives a new SMF, the on-hand balance and USMC/serial numbers will be verified and a signed copy returned to the supply officer with the bottom of each page initialed. If the responsible officer notes discrepancies, reconcile any differences that may exist by providing supporting source documents. Refer to figures 3-1 and 3-2.

(a) If the supply officer and the responsible officer agree that the SMF is in error (e.g. keypunch error -- supporting documentation turned in and no change occurred) the Supply Officer will make the change to the SMF and file the supporting documentation.

(b) If the supply officer does not agree with the responsible officer, the responsible officer will report the discrepancies to the Commanding Officer. Even though the responsible officer disputes the quantities on the SMF, he will still sign the endorsement to the SMF update letter (see figure 3-2), certifying the SMF to be correct. Simultaneously, he will be submitting a request for investigation/adjustment to the property records letter, pointing out the discrepancies in the account, to the commander via the supply officer. So, this letter will document the responsible officer's position on disputed quantities.

(3) Records at the WC level will be kept to a minimum. Responsible officers must ensure that their records are maintained current on a day-to-day basis. One copy of the SMF with pending increases and decreases will be maintained at the WC level. By maintaining the SMF current the responsible officer will assist the commanding officer to guard against critical shortages and unauthorized excesses.

(4) Responsible officers may designate one or more individuals as their authorized representatives to receipt for and requisition supplies; however, notice of delegation of authority will be made, in writing, and signed by the responsible officer concerned. The supply officer will hold the original copy of the delegation of authority and all supporting documentation for one year from the date the RO ceases to serve.

(5) Information appearing on the SMF will be utilized when requisitioning allowance-type items.

8. Receipts for Individual/Garrison Equipment. Items of individual equipment, other than weapons and accessories issued to individuals, will be issued and controlled utilizing the

Individual Memorandum Receipt (IMR) module within ATLASS II+. The issuing office will print two copies, retain the signed copy, and the other copy will be given to the individual signing for the property. Most individual equipment is now managed by the Central Issue Facility (CIF).

    a. When circumstances do not permit centralized control, individual equipment may be issued to responsible officers via temp loan or on the SMF.

    b. On a monthly basis, the using unit supply officer will reconcile all individual issues with a current unit personnel roster.

    c. Upon recovery, delete the information from the ATLASS II+ temp loan module (or SMF) and return the printed copy of the receipt to the individual/WC.

9. **Voucher File**

    a. Supply transaction files may be maintained in various modes (i.e. non-mechanized or mechanized), utilizing ATLASS II+ database or manual filing. Regardless of the format in which files are retained, a viable audit trail must be established to represent the transaction history. In order to provide an audit trail of transactions affecting certain non-expendable and expendable property, voucher files will be maintained as part of the property account. Basically, voucher files contain various supply documents to support certain transactions that have changed the accountable records. At a minimum voucher files will be maintained by the following categories:

        (1) Cash collection vouchers.
        (2) Money value gain loss report and Adjustment Vouchers (inventory, miscellaneous, administrative).
        (3) Change of Custody transactions (issue, disposal, redistribution, rollback) to include letters of unserviceability with disposition instructions.
        (4) Checkage sales transactions.
        (5) Reports of investigations.

    b. **Procedures**. Supply documents that provide a history of transactions effecting the accounting records will be placed in the voucher file when the transaction is inducted. Procedures for processing the various documents placed in voucher files are contained in other areas of this Manual. The following criteria and file maintenance procedures apply to documents placed in the voucher file.
        (1) **Collection Vouchers**. Regardless of dollar value, a copy of NAVCOMPT 2277 (Collection Voucher) signed by the disbursing officer will be placed in a separate voucher file in document number sequence. Supporting documentation, to include NAVMC 6s (Cash Sales Request for Checkage for Government Property) and copies of any issue to cash sales transactions will be attached. Documents placed in this file will be maintained for 5 years, after which they will be destroyed locally by shredding or burning.
        (2) **Adjustment Vouchers**. Voucher the money value gain/loss notice to document all adjustments to the supply account.

(a) Adjustment transactions are gain and loss transactions (administrative, inventory, and miscellaneous). Although you might feel that one type of loss or gain is "better" than another, from an accounting standpoint there is no difference. When in doubt as to what type of adjustment to make, induct miscellaneous gains or losses. A miscellaneous gain may substitute for other gain transactions, and is always correct when posting an increase to the account balance. Similarly, a miscellaneous loss is never incorrect when posting a decrease to the account balance. The more specialized adjustments are discussed below:

    1. **Inventory gains and losses**. It is recommended that you confine their use to adjustments determined by wall-to-wall and formally scheduled cyclic inventories/spot inventories. Furthermore, you should submit an inventory gain or loss when the decision tables for processing shipment discrepancies require you to do so.

    2. *Administrative adjustments*. ***Do not use these transactions merely because you have determined the account balance to be in error. If you are unable to determine the specific accounting error, submit a miscellaneous gain/loss as appropriate. If you are able to determine what the accounting error was, then you may submit the administrative gain/loss.***

    3. *Shipping loss*. ***You must have supporting documentation from your intermediate supply activity, TMO or Supply Discrepancy Report (SDR) to induct this transaction, or when required by the decision tables on shipment discrepancies to submit the shipping loss. Note that these decision tables might require you to submit an inventory loss or miscellaneous loss to decrease account balances following a discrepant shipment, instead of the shipping loss. If you are uncertain as to whether the shipping loss is appropriate, submit a miscellaneous loss.***

(b) The commanding officer, or acting CO, must approve the following gain and loss adjustments prior to induction per MCO P4400.140E:

    1. ***All controlled items (both local and Marine Corps).***
    2. ***Serialized item adjustments greater than $800.***
3. Adjustments to non-serialized items with an extended value of $2,500.00 or more.

NOTE: You can use the mailbox approval method to do this. You will have to work this out with your Commanding Officer, or another officer with certifying authority (refer to MCO P4400.150E). At the time of this writing the remarks block of an adjustment only holds 255 characters and the CO can only view a small portion of the remarks block. You can either use the current method of preparing a written voucher/letter or have adjustments populate mailboxes of designated officers as approving officials for specified dollar limits/controlled items. An ADHOC report can be generated to validate that adjustments are being approved by the right person. These transactions are archived for 27 months within ATLASS II+. The MVGL must be signed by the CO or his designated individual.

(c) Do not break adjustments to non-controlled items into multiple transactions merely to circumvent the $2,500.00 threshold. You may submit multiple adjustments to the same NIIN if the adjustments refer to separate incidents. However, if you prefer, you may submit a combined net adjustment for the NIIN, unless an adjustment for a specific quantity is

required for some purpose, such as to document action taken following an investigation. To give you an idea of what constitutes an incident, here are some examples:

1. ***Each loss supported by a missing gear statement, is an incident.***
    2. An adjustment made as a result of an inventory; either wall-to-wall cyclic, or spot, is an incident. The adjustment is a single incident, even though there may be more than one contributor to the discrepant quantity.
    3. An adjustment made to correct an accounting error is a separate incident. For example, a duplicate transaction of a receipt is posted and, for some reason, a reversal will not process. The adjustment transaction to reduce the erroneous quantity posted by the duplicate receipt is a single incident.

    (d) You may use any official method to document adjustments where prior approval by the commanding officer is required. Normally, standard naval correspondence is used. Refer to figure 3-3. An optional method is to use a NAVMC 10694. Until the electronic authentication feature in ATLASS II+ fully works supply officers will follow the procedures as defined in paragraph 2004 of MCO P4400.150E.

    (e) Money Value Gain/Loss Notices will be annotated with the following statement:

"I have reviewed the documents on this notice and verify that required documents have been properly certified.."

Present the annotated MVGL notice with the supporting documentation to the commander (or the acting commander designated in writing) for signature. The signed notice is maintained in chronological sequence in the voucher file for two years.

    1. The only formal supporting documentation required consists of the letters, forms or electronic signatures by the commander authorizing you to make adjustments to controlled items, serialized items valued at $800 or more and adjustments valued at $2,500 or more. Justification for adjustments within the criteria for the Supply Officer does not have to be maintained. It is a good practice to enter the justification in the justification box that ATLASS II+ provides with adjustment transaction for your own benefit and/or research purposes.
    2. You are required to maintain the supporting documentation for adjustments that required the commander's prior approval. The retention period is two years. If you use the form letter depicted in figure 3-3, file the letters in accordance with your unit's correspondence procedures. Discard the form letters when you dispose of the rest of the correspondence for that calendar year (after two years). If you use NAVMC 10694, file the adjustment documents in a separate file (in document number sequence). Records concerning gains, loss, return, disposal, transfer, recoverable items reports, letters of unserviceable property, and supporting documentation affecting the on-hand balance of property will be maintained as part of the voucher file for 2 years after the transaction was posted/processes against the official accounting records. Electronically maintained supporting documentation will be held in the repository for 27 months and purged automatically.
    3. You are not required to maintain supporting documentation to substantiate adjustments that did not require the commander's prior approval; however, all money value

gain/loss notices will be maintained with the commander's signature in accordance with the procedures established for that report.

(f) Do not forget to submit a missing, lost, stolen, or recovered (MLSR) property report, if required, by the current edition of SECNAVINST 5000.4.

(g) NOTE: **For further guidance concerning the use of electronic filing and/or vouchering methods, refer to OIC, FSMAO-1 ltr 4400/U87 of 10 Mar 00, and 4400/U87 of 14 Jun 99. These letters serve as policy waivers for II MEF Units.**

(3) **Change of Custody Transactions**. All issue, rollback, and transfer transactions will be placed in the voucher file in TAMCN/document number sequence in accordance with the following procedures:

(a) Copies of all change of custody transactions will be placed in the voucher file. Supporting documents (letters of unserviceable property, receipted copy of shipping mats, turn-in letters/invoices, etc.) will be attached to the change of custody transactions, which will be maintained in the voucher file for 2 years, after which they may be destroyed locally.

(b) Approval signatures are not required for change of custody transactions.

(4) **Checkage Sales Transactions**. When a cash sale transaction cannot be effected, a checkage sale may be used for *voluntary* reimbursement to the government for lost, destroyed, or damaged public property. NAVMC 6 will be used to effect checkage sales, which are vouchered according to the following procedures:

(a) Checkage sales for individual clothing shall not be authorized if the enlisted person is in a non-pay status, if the dollar value of the sale is less than $50 (except under extraordinary circumstances), or for Marines who are scheduled for separation within 90 days (see MCO P10120.28).

(b) Regardless of dollar value, a copy of all checkage sales, with attached supporting documentation, will be placed in the using unit's voucher file in document number sequence or TAM number/document number sequence.

(c) Checkage sales transactions will be maintained in the voucher file for 5 years, after which they may be destroyed locally by shredding or burning.

(5) **Report(s) of Investigation**. Only those reports of investigation involving loss/gain or damage to government property require vouchering. When all required action has been completed, the signed copy of the approved report of investigation will be retained in the voucher file for 5 years from the date of the voucher number, after which it may be destroyed locally by shredding or burning.

(6) **Letters of Unserviceable Property (LUP)**. ATLASS II+ streamlines the traditional washout process (stamped EROs are now nonexistent), as the process is now automated. Intermediate Maintenance Activities (IMA's), to include MSSG Maintenance Detachments and LD Floats, and Depot Maintenance Activities (DMA's) are the only activities authorized to washout a controlled item. When the IMAs/DMA performs a washout on an item, the using unit

will receive electronic notification via ATLASS II+. The IMAs/DMA will submit the WIR message per local procedures (WOLPH, MRP, NavMsg). When disposition instructions are received, the using unit simply needs to comply with the guidance contained therein. The signed copy of the disposal mat must be maintained in the voucher file to support the rollback/issue to disposal or miscellaneous loss (case of demilitarization) transactions. Coordinate the actions of the SMF, UMF and DMR clerks to ensure that the appropriate serial number is removed from the correct WC account and that a replacement item is requisitioned, per local procedures. If the washed out item is a serialized small arm, submit a CRANE report per MCO 8300.1C. In general, the supply officer will assign serviceability to non-controlled items, and is authorized to washout non-controlled equipment.

    c. **Missing or Lost Vouchers**. When it is determined that a voucher is missing or lost and after a thorough search has been made, a statement in lieu of the lost or missing voucher will be placed in the voucher file. The statement will be signed by the unit commanding officer for all change of custody transactions, and adjustment transactions dependent on the original voucher criteria. All missing vouchers can be documented in one letter authorized by the commanding officer. *Use of electronic filing should greatly diminish the quantities of "lost" vouchers*.

10. **Assignment of Local Serial Numbers**. When accounting for end items the USMC/ Manufacturer serial/registration number will be used. However, the commander can in writing, assign local serial numbers to sets to assist in identifying end item application. Each NIIN will have a unique serial number. Unique serial numbers will be controlled by supply to prevent duplication.

    a. The unique serial number will be comprised of the last five digits of the owning unit's address code plus three additional alpha-numeric characters; e.g., 12110001.
    b. The serial number will be affixed in such a way to the end item as to ensure that it will not be lost through major component replacement.
    c. The serial number may be placed on a data plate that may be retained and reapplied when the major component to which it is affixed is replaced.

NOTE: ATLASS II+ currently allows **duplicate local serial numbers** within the same TAMCN when more than one NIIN is present. Therefore, the unit's supply section must control the assignment of local serial numbers to prevent duplication.

11. **Temporary Loans of Organic Property to Individuals/ Organizations**

    a. Temporary loans of organic property to an organization under another command within the Marine Corps are neither desired nor encouraged. However, upon the determination that such a loan is necessary and is in the best interest of the Marine Corps, a loan may be authorized. Items issued on a temporary loan basis, will use a NAVMC 10359 (refer to UM 4400-124) or the temporary loan module. Additionally, the due date and authority for making the temporary loan will be annotated on the document, and a separate file entitled "TEMPORARY LOANS" will be maintained for non-mechanized temporary loans.

b. Temporary loans of organic property will not be made for more than 30 days. However, the time period may be extended at the discretion of the commanding officer exercising control of the account or designated representative thereof. Except under unusual circumstances, at the expiration of 30 days from the date of issue, a complete review of all items on temporary loan will be conducted; and the items will either be recovered, the loan extended, or other supply administrative action, as appropriate, will be taken.

c. The commanding officer exercising control of the account or designated representative thereof will establish local procedures to ensure the recovery of property issued on a temporary loan basis or to effect appropriate supply administrative action prior to the individual's separation from the command.

12. **General Information Concerning Controlled Items Procedures**. Each military service is required to maintain detailed asset records of selected items that continuously reflect the materiel readiness status of approved forces. These records must also permit rapid computation of requirements for critical items, additional forces, and changes to logistical standards, and financial reporting. The Controlled Item Management File provides the means for individual item management of controlled items within the parameters of the Marine Corps Unified Materiel Management System (MUMMS) with a minimum of administrative effort. The file records the inventory of in-use assets and produces reports to elements external to the Marine Corps, as well as provides preprogrammed file status reports, as may be required. The predominant features of this subsystem are as follows:

a. Full in-use asset data of controlled items is available and adjusted as issues/disposition decisions are made.

b. Full allowance data is available for the purpose of monitoring requisitions prior to issue.

c. Provision of a means for requesting disposition of those items that are either excess or are beyond the unit's capability to repair.

13. **Reportable Items**. Reportable items are all items:

a. Identified on FEDLOGS with a controlled item code (CIC) A through I.

b. That have a family relationship to an NIIN that is controlled even though that specific NIIN is not; e.g., substitute items, family items, etc., that may have been inadvertently omitted.

c. Identified and published by MARCORLOGBASES, to supporting establishment organizations.

14. **WIR Online Program Helper (WOLPH)**. When the maintenance activity cannot repair a controlled item or you cannot internally redistribute, a WIR is submitted through the WOLPH system. WOLPH gives you quick response to your WIR request. Additionally, it gives you direct access to excesses reported to MARCORLOGBASES.

15. **Redistribution of Excesses**. Reportable items will not be reported as serviceable and/or reparable excess to MARCORLOGBASES, unless prior screening is conducted with the MSC/MEF to effect redistribution. At a minimum, excess screening must be conducted at the Division/Wing/Force Service Support Group level. Units should not report items as excess until all means to effect redistribution have been exhausted, per local procedures. Units that are having deficiencies filled via redistributions should take care to cancel any excess due-ins (i.e., item received through redistribution but is still on order). Units should never refuse a redistribution of serviceable assets simply because they already have the item on order. For more detailed information concerning reporting excesses, refer to MCO P4400.82F.

17. **Use of National Item Identification Numbers (NIIN's).** The following rules apply to the use of NIIN's on all documentation prescribed by this Manual for controlled items:

   a. Work Order Numbers (WON). WON's will always reflect the NIIN of the item as it is carried on the accountable/owning unit's records.

   b. Recoverable Items Reports (WIR/WOLPH). The maintenance facility will cite the NIIN reflected in the WON. Under no circumstances may the supporting maintenance facility change that NIIN without prior concurrence of the activity that prepared the WON.

FIGURE 3-1

WALL TO WALL INVENTORY PROCEDURES

Frequency. A wall to wall inventory is required to be conducted at least annually. This inventory should be conducted in conjunction with a CMR reconciliation.

Using Unit Procedures. Upon determination by the Commanding Officer that a complete inventory of all assets located within the unit will be conducted, the supply officer should submit a cover letter with a copy of the CMR to all RO's. The subject of the cover letter should identify that this will be a wall to wall inventory and not a quarterly reconciliation. While the RO's are conducting an inventory of their assets, the supply section is required to conduct an inventory of all assets located within the warehouse, on temp loan, laundry, or pending DRMO if items have not already been removed from the property records. Prior to the inventory of the warehouse, item locations should be consolidated and validated. In addition to conducting an inventory the supply section will also conduct a reconciliation of the allowances resident on their property records.   Supply section will use the most current T/E (EAF), T/O, and CG's Type II authorization letter to conduct this reconciliation. All allowances identified as being improperly loaded on the property records must be corrected prior to the completion of the inventory. Once SMF and "Request for Investigation/Adjustment of Record" letters are returned by RO's the supply section will conduct causative research to try and determine why those variances reported by the RO and within the warehouse exist. Unsubstantiated losses and gains may possibly require investigative action to resolve. Upon completion of this research all letters submitted by RO's will be endorsed by the Supply Officer and forwarded to the CO for resolution. Give the CO recommendations. Once the CO directs the supply officer to adjust the records, adjust the SMF and/or UMF as appropriate. Inventory adjustments, both gains and losses require an explanatory statement: use the explanations provided by the RO and the results of your causative research as appropriate.   All required gain/losses which fall outside the Supply Officer's authority to adjust will be reported to the CO for signature and approval to induct: this should be made part of your original endorsement of the RO's letter. Once gain/losses are approved, supply will induct the transaction with appropriate remarks. The CO/approving official will approve gains/losses in his mailbox for those meeting his criteria. Once the Money Value Gain/Loss Notice is produced take it to the CO/approving official for signature. For items in which the CO identifies that an investigation is warranted supply will not adjust records until completion of the investigation.

Responsible Officer Procedures. All government property except for decontrolled garrison property and consumables must be accounted for. All T/E items, whether or not listed on your SMF must be reported to the Commanding Officer via the unit supply officer. Validate each serial number and NIIN listed on the SMF against the serial number imprinted on the T/E item

and the NIIN/ID number of the item. Report any discrepancies and provide sufficient explanation or documentation to support the discrepancy in your "Request for Investigation/Adjustment of Record" to the Commanding Officer via the Supply Officer. Additionally, report any missing or additional non-serialized items and provide sufficient explanation or documentation to support the discrepancy in the same letter. During a reconciliation, validate that supply has updated the SMF for completed issues and receipts.

FIGURE 3-1 (continued)

Inventory of T/E Items with Stock List Components. Procedures for conducting sets, chests, and kits component inventories are as follows. Conduct component inventories semiannually for those items in use and annually for items that are properly secured. Establish an inventory extract using the most current SL-3 or TM. An inventory extract must be established for each individual sets, chests, and kits. The extract will identify each component to the end item by item number, NIIN, nomenclature, and quantity required. While conducting the inventory the individual will identify each component as either missing, unserviceable, or serviceable. Serviceable items are identified with a check mark, missing items are identified with a "M" and unserviceable items are identified with a "U". Once the inventory is completed the individual conducting the inventory will sign and date the extract, a "supervised by" signature is also required. For those items identified as missing or unserviceable, warehouse/WC personnel must open a work order for the end item and submit a task for those missing/unserviceable items. Once the missing/unserviceable items are received the inventory extracts must note the receipt of these items.

FIGURE 3-2

4400
code
date

From: Rank/Name/WC Account Number
To: Commanding Officer
Via: Supply Officer

Subj: REQUEST FOR INVESTIGATION/ADJUSTMENT OF PROPERTY RECORD FOR
ACCOUNT NUMBER XX

Ref: (a) MCO P4400.150E
        (b) CO's letter directing reconciliation or inventory
        (c) SMF dated

Encl: (1) Supporting Documentation

Per references (a) and (b) an inventory or reconciliation of reference (c) was conducted.

2. The following changes are supported by a proof of delivery (chain of custody), however, the appropriate adjustment transactions were not done at supply. Enclosure (1) is provided.

TAMCN   NSN   QTY   SERIAL NUMBER   JUSTIFICATION

3. An investigation to determine the circumstances surrounding the loss/gain of the property listed below is requested. A review of my records, conversations with my personnel and a search of the area did not reveal the cause for the loss/gain.

TAMCN   NSN   QTY   SERIAL NUMBER   U/P   REMARKS

                                  Signature
- -
FIRST ENDORSEMENT of

From: Supply Officer

To: Commanding Officer

Subj: REQUEST FOR INVESTIGATION/ADJUSTMENT OF PROPERTY RECORD FOR ACCOUNT NUMBER XX

1. Forwarded. The routine adjustments contained in paragraph 2 have been completed.

FIGURE 3-2 (continued)

2. Investigative action is not recommended to resolve the following discrepancies. The results of the causative research are provided below. (Also state why an investigation should not be provided.)

TAMCN NSN   QTY   SERIAL NUMBER   REMARKS

3. Investigative action is recommended to resolve the following losses/gains. Causative research was inconclusive and the dollar value/repetitive nature of the gains/losses/sensitivity of the item/opinion of the RO/etc. supports the requirement for an investigation to be conducted.

TAMCN NSN   QTY   SERIAL NUMBER   REMARKS

                        Signature

                        FIGURE 3-3

                                                4400
                                                Sup code
                                                date

From: Supply Officer
To: Commanding Officer (or approving authority)

Subj: REQUEST FOR ADJUSTMENT OF UNIT MATERIEL FILE (UMF)

Ref: (a) MCO P4400.150E

Per the reference the following adjustment(s) to the UMF are requested.

LOSS/GAIN of NOMENCLATURE/ TAMCN/ NSN/ QTY/DOCUMENT NUMBER/UNIT PRICE/TOTAL PRICE

Justification: Discuss how you identified the loss, what the cause, or probable cause was. State which SMF this gear was on or who it was temp loaned to, if applicable. State what type of gain or loss this is: inventory/miscellaneous/ administrative/shipping. State if there was an actual loss/gain or if there was no actual gain/loss. If administrative cite the transaction/events that caused the erroneous quantity to be posted to the UMF.

Continue as needed.

Signature
----
                                                                                                  date

FIRST ENDORSEMENT

From: Commanding Officer
To: Supply Officer

1. Returned, approved/disapproved.

Note: If the Commanding Officer does not approve an adjustment and wants an investigation you can either retype the document or ask him to write that on the correspondence.

                                               Signature

CHAPTER 3 - REQUISITIONING PROCEDURES

1. **General Information**

a. When work centers/maintenance shops/commodity sections have a valid requirement for assets which are not available for over-the-counter issue or PEB/Prime vendor issue, a task will be transmitted to the organic supply sections' offline validation mailbox and/or the operations section of the intermediate supply activity via ATLASS II+. For the purposes of this chapter, the word "task" will be used to denote a requisition generated from a work order; the term "requisition" will refer to orders not associated with a work order (usually placed by the supply section).

b. Before transmitting a task, the commodity is responsible for ensuring the materiel is authorized and funds are available. The transmission of requisitions will result in an obligation of funds within the Standard Accounting, Budgeting and Reporting System (SABRS). Memorandum fiscal records will be maintained in accordance with the Navy and Marine Corps Records Disposition Manual.

c. Requests for materiel from WCs/maintenance shops/commodity sections can be by any means available dependent on the urgency of need and combat situation. The term Work Center (WC) is synonymous with maintenance shops and commodity sections throughout the remainder of this chapter.

d. Ordering a required item can be accomplished by one of the following procedures:

(1) To requisition a T/E item, organic supply will submit a new requisition with the required elements.
(2) Commodities can requisition PEB replenishment and/or shop overhead by an indirect parts requisition.
(3) Requisition of repair parts, SL-3 components or modifications will be accomplished by the WC owning the work order. The requisition will be ordered from the "parts tab" within the task screen. SL-3 components may be requisitioned using the indirect parts option, unless the component has a TAMCN. Refer to paragraph 3.c (2) following.

e. Requisitions/tasks will be transmitted using the ATLASS II+ prompting and editing routines if possible.

(1) Under exceptional circumstances, when other methods of transmission are not considered adequate, requisitions may be submitted offline by telephone/facsimile, radio, or message. When submitted by these means, use the 80 card column A0A/Z0A format contained in UM 4400-124. When explanatory comments are required, the appropriate entry will be entered on the line immediately following each transaction. Cancellations and follow-ups submitted by message will be in the same format as a requisition, except that the first line in the body of the message will be shown as " MILSTRIP Cancellation" or " MILSTRIP Follow-up," as appropriate.
(2) Regardless of the method of transmission, when a requisition is submitted to the supply source (other than the intermediate supply activity), the using unit must build a Document Management Report (DMR) record. This will insure the intermediate supply activity and using unit's money is obligated for the requisition. The using unit will prepare and induct a transaction into ATLASS II+ to build a backorder and obligate the unit's funds.

f. Stock replenishment requisitions for operating stocks that have an established RO are automatically generated for operating stocks. These requisitions for stock replenishment do not generate any financial transactions nor will they appear on the unit's DMR. Receipts for these requisitions can be identified by utilizing the capability to assign serial number sequences to certain transactions (see Chapter 2, paragraph 4a(1)b. Stock replenishment requisitions are managed using the DMR.

2. **Types of Requisitions/Tasks**

a. Requisitions and tasks are submitted by NIIN, cage/part number, or part number.

b. The commodity has the capability to induct offline and open purchase documents for a visible audit trail. These transactions do not get forwarded to a source of supply.

c. **Not Mission Capable Supply Tasks**

(1) Not Mission Capable Supply (NMCS) is a materiel condition indicating that systems and equipment are not capable of performing any of their assigned missions because of maintenance work stoppage due to a supply shortage. NMCS tasks will be used only when the following conditions are met:

(a) Only units with a Force/Activity Designator (FAD) I, II, or III.
(b) The tasks will be limited to the quantity of materiel required to return the deadline equipment or system to an operational status. NMCS tasks will not be submitted for replacement of end items, T/E deficiencies, stock replenishment, or items that do not directly place a piece of equipment or a system in a deadlined status.
(c) NMCS tasks will be identified by the entries in the required delivery date field. The entry will depend upon the urgency of need and the priority of the requisition. The priority will be assigned in accordance with the FAD and the mission of the unit.
(d) ATLASS II+ will not allow a requisition to process without an entry in the RDD field: either a NMCS indicator or an RDD. Refer to ALMAR 116/97, paragraph 2.3(c)(l) of TM 4700-15/1H, paragraph 5.F of DoD 4140.1-R and MCO 4400.16G.
(e) When a task is submitted directly to the intermediate supply activity, the Weapons System Code (WSC) will be entered. The Combat Essentiality/Criticality (CRIT) Code should be verified to insure that the item being requisitioned is eligible. The applicable WSC is listed in the current Marine Corps Bulletin 3000 series.

d. High Priority Requisitions

(1) Commanding officers of Using Units are responsible for the accurate assignment of priority designators consistent with the FAD assigned by higher authority, existing urgency of need, and the validity of required delivery dates when assigned to tasks.

(2) Commanders will either personally review, or delegate in writing to specific personnel the authority to review all requirements based on urgency of need designators A, B, and C, with priorities in accordance with the current edition of MCO 4400.16 and MCO P4790.2. The FSA will give appropriate access per the Commanding Officer's letter.

3. **Requests From Work Centers**.

a. WC's will submit requests for TAMCN items with sufficient justification. Upon receipt of the request from the WC, the using unit supply section will check the WC's Section Materiel File (SMF); and, if materiel is authorized and available for issue, they will provide the materiel. If the materiel is not available for issue, the supply should check the UMF and T/E to ensure a shortage exists and the item is authorized. If the item is deficient and authorized, the using unit will use the request as a source document in preparation of the requisition, and will induct it into the system. Refer to Part III, chapter 2 for more details.

b. Requests are not required for any other type item. The WC will simply open a Work Order Number (WON) and assign the appropriate tasks. If the item is available, once the part is ordered, the supply section will issue this part to the requesting WC. If the item is not available for issue, the requisition will be passed to the source of supply.

c. Each demand will be recorded separately. Additional guidance as to the interpretation of the word "demand" is as follows:

(1) Requests for the same NIIN from separate WC's are separate demands and should not be consolidated.
(2) Requests for the same NIIN but applicable to different WONs are separate demands and should not be consolidated. However, the total requirement for all like NIIN's on the same WON should be consolidated in a single demand transaction. At the discretion of the commanding officer, the unit may elect to consolidate NIIN's for SL-3 components into one requisition using the indirect parts option. This will reduce unnecessary burden on the supply system to process multiple demands for like NIIN'S. Specifically, multiple demands should not be prepared for the sole purpose of recording additional movements on infrequently requested NIIN'S.
(3) Preparation of tasks should not be delayed pending possible requests for additional quantities of the same NIIN.
(4) Not Mission Capable Supply/Anticipated Not Mission Capable Supply (NMCS/ANMCS) tasks will be separate demands in all instances.

4. **Preparation of Requisitions/Tasks**. When requesting materiel, the WC will complete the applicable portions of the requisition screen, ensuring all information entered is current and/or accurate.

a. Walk-Through Requisitions/Tasks. Walk-through requisitions may be submitted for urgent requirements; for materiel without which the unit is not capable of performing its mission or without which the unit's mission is impaired. The item(s) required will be applied or consumed immediately. The requisitions/tasks will be reviewed by the commanding officers or

designated representatives to ensure proper applications of Uniform Materiel Movement and Issue Priority System (UMMIPS) criteria. ATLASS II+ expedites processing of immediate requirements because the intermediate supply activity instantly receives the requisition and provides feedback on stock posture. Coordination between the WC, supply officer, logistics officer and the intermediate supply activity customer service section will be made to arrange same day pick-up of the item(s) required after the requisition has been submitted.

      (1) In the event that ATLASS II+ connectivity is not available, walk-throughs will be manually submitted directly to the supporting intermediate supply activity using the information contained in paragraph 1.e.(1), preceding. If an issue is made, the intermediate supply activity will process the receipt. The using unit will not prepare an issue transaction when a walk-through issue is made since one is automatically created when a requisition is processed by the intermediate supply activity.

      (2) When the intermediate supply activity cannot furnish the materiel as required by the walk-through, the requisition/task will be processed by the unit in ATLASS II+.

      (3) Under exceptional circumstances, when other methods of transmission are not considered adequate, requisitions may be submitted by telephone, radio, or administrative message as discussed in paragraph 1.e, preceding.

      (a) Using units submitting requisitions by telephone or radio will have local procedures established for the distribution of the requisition in accordance with the procedures contained in paragraph 1, preceding.

      (b) Guidelines for creating an ATLASS II+ record and the obligation of funds are contained in 1.d preceding.

      (c) Cancellations and follow-ups submitted by message will be in the same format as a requisition except that the first line in the body of the message will be shown as "MILSTRIP Cancellation" or "MILSTRIP Follow-up," as appropriate.

      (d) Local procedures will be established for the distribution of messages used to submit requisitions in accordance with the procedures contained in paragraph 1.e, preceding.

   b. Non-System Item Requisitions. Requests for items that contain non-system NIIN's will be prepared in accordance with the local procedures of the intermediate supply activity. Local NIIN's are managed by the intermediate supply activity.

   c. Priority 01-03 Tasks. Priority Designator 01 through 03 tasks meeting the criteria for expedited handling of critically needed items contained in MCO 4400.16 will be identified by entering "999" in lieu of the required Delivery Date (RDD). Code 999 will provide identification of documents related to critically needed items requiring expedited handling. These materiel requirements will be considered the most urgent demands among others bearing an equal priority designator. When entered into demands, code 999 is perpetuated on Materiel Release Orders (MRO's) and DD 1348-1. This procedure applies only to materiel being shipped to U.S. forces overseas and to forces alerted for deployment within 30 days of the document draft date of the demand.

    d. <u>NMCS Tasks</u>

      (1) NMCS/ANMCS conditions Priority Designators 01 through 08 only, which do not meet the criteria for expedited handling, will be designated by the entry of the alpha character "N" to identify NMCS and alpha "E" to identify ANMCS in the RDD field. The alpha character will be followed by a 2-digit number that represents the acceptable shipping timeframe for the item, expressed in number of days. For example, the RDD field for a priority 03 task with a NMCS indicator might read "N10", indicating that the item is required within 10 days.

      (2) All NMCS/ANMCS demands will be approved by the commanding officer of the requisitioning activity or the commander's designated representative. This should be completed using ATLASS II+ mailboxes, ensuring the demand is routed to the individual with approving rights.

5. **Follow-ups**. The intermediate supply activity will not automatically generate follow-up action on requisitions recorded on the DMR.

    a. *When requisition/task status does not appear on the unit's DMR, the interface module needs to be checked for unprocessed transactions and appropriate action taken to follow-up on these unprocessed transactions.* ATLASS II+ will process block sets of follow-ups for transactions that require a follow-up. Additionally, you can tag a single requisition/task for follow-up. ATLASS II+ will only allow follow-ups that meet the timeframes listed in MCO 4400.16G. If these timeframes are not satisfactory, **be aggressive**. Make calls to the Item Managers or submit an 80-card column follow-up.

    b. If the unit has submitted follow-up transactions/requests to modify the priority, and status is still unsatisfactory, then the unit will contact the Customer Service Section of the intermediate supply activity or the IMM. The Customer Service Section will contact the IMM in accordance with the procedures contained in the current intermediate supply activity Procedures.

6. **Cancellation of Requisitions**. Cancellation of requisitions will be accomplished, when required, using the supply action tabs for cancellation requests. *Cancellations by WC's must be coordinated with the supply office for fiscal reasons.*

    a. When the WC desires to cancel a specific document number, they will prepare a cancellation request. Processed cancellation requests for using unit requisitions will generate reversal action for statistical obligation against using unit funds. Cancellation of prior fiscal year requisitions **should be avoided** at all costs because it causes a reverted balance of funds.

    b. When the cancellation request is inducted, the backorder fields will be reduced by the quantity submitted on the cancellation. The due quantity, however, will increase on the net asset posture tab, under opstock management, until cancellation confirmation status is received and processed.

7. **Requisition Modifiers**. When it becomes necessary to modify a previously submitted requisition, a requisition modifier document may be processed.

a. FAD's are upgraded or downgraded upon implementation of contingency plans or for other reasons.

b. Required delivery dates for previously requested materiel have changed due to unplanned or unforeseen circumstances:
   (1) Performances of assigned operational missions or tasks.
   (2) Emergency repairs to combat-essential weapons and equipment.

c. Priorities may be upgraded or downgraded based on urgency of need, due to the lack of supply support for the original requisition. Always follow up with calls to the Item Managers.

d. Modifier documents will be transmitted by the WC that originated the requisition.

8. **Task Submission Times**. The frequency for submitting tasks remains the prerogative of the commanding officer. Tasks will be submitted, when necessary, to meet requirements for immediate use. ATLASS II+ transmits requirements to the intermediate supply activity instantly and passes tasks for non-stocked items periodically throughout the day. *This process occurs very quickly if units are properly maintaining their interface modules, and are entering tasks correctly (proper NORS Indicators, RDD's, etc)*. For example, ATLASS II+ will not pass documents to the Source of Supply for priority 06 documents if NMCS status isn't indicated. Enter tasks as soon as possible, preferably on an "as occurring" basis. There is no requirement to batch tasks.

9. **Exceptions and Cancellations**. Within the SYSTEM icon, the INCOMING INTERFACE and ACTION TABS contain the exceptions/updates and cancellations that have posted to your DMR. Work these using the status codes found in the UM 4400-124 and the DLA Customer Service Handbook. Documents that received cancellation status automatically fall off the DMR. It is within the Incoming Interface tabs that you can find these. You can also resubmit a document in receipt of "CA" status, if authorized by the item manager. Working and understanding status codes is no different in ATLASS II+. It is recommended that only supply personnel have access, or "SQ," to work requisition status codes – coordination with the customer is still required.

CHAPTER 4 - DOCUMENT MANAGEMENT REPORT AND RECEIPTS

1. **General Information**. Working the Document Management Report (DMR) is an essential function in the operation of the supply account. Cognizant personnel must ensure that the DMR is used for the purpose for which it was designed. Assistance to ATLASS II+ users is provided within the program via a help menu drop down box for the management of the DMR, as well as by the ATLASS II+ help desk.

    a. The DMR is available in print by purpose code/ NIIN/ Document number sequence only.

    b. The DMR can be viewed by any field available under the requisition/management/ document module. This listing provides all required information relative to the unit's requisitions and/or tasks.

    c. With the submission of a requisition/task, a back-order entry is created on the operating stocks, the Unit Materiel File/UMF (if the demand is for a Purpose Code C Item) and on the DMR. All requisitions regardless of purpose code will appear on the DMR, including walk-through requisitions filled by the intermediate supply activity.

2. **Purpose**

    a. The purpose of the DMR process is to provide loaded using units and maintenance floats with a listing that displays the following:

        (1) The current status of all outstanding requisitions.
        (2) The on-hand substitute assets, when available, which could be issued to satisfy a demand.
        (3) Back orders to WC's in order to validate and/or release back orders with the commodities on a continuing basis.

    b. The DMR will be utilized to accomplish Materiel Obligation Validation (MOV) between the user and the supply source.

    c. From the DMR, supply and/or WCs can generate follow-up transactions. Refer to Chapter 4, Section 5 of this manual for more information.

3. **Document Management Report**. The information appearing on the DMR will be checked for validity, especially NIIN, quantity and ESD.

    a. Reconciliations between the WC and the supply support section will be conducted as required/as problems are identified. *WC's are responsible for the daily management of their documents appearing on the DMR.* WC's will contact their supply support section at any time for assistance related to the daily management of their documents.

b. Processing cancellation/reject status received from the source of supply requires close monitoring of the DMR by the WC's. Cancellation/reject status will cancel the requisition and it will fall off the DMR.

(1) If the requisition/task has a low priority and is for an RO item, a requisition will be generated in the stock replenishment module if the quantity (OH + due - backorder) is less than the ROP. If the document is rejected (e.g., CG, CH, CJ, CT, etc.), the NIIN needs management action because the generated buy will continue to receive reject status if corrective action is not initiated. Take the appropriate action based upon the specific reject status code (see UM 4400-124 for required corrective actions).

(2) Unless timely submission of cancellation transactions are accomplished, excess dues may result when the requirement for the item no longer exists by the commodities.

c. The supply section is responsible for proper ATLASS II+ transaction reporting for all asset changes of controlled items. The asset changes on controlled items are overlaid in SASSY and subsequently forwarded to MARCORLOGBASES to update their files.

d. The management of excess dues is required of both the intermediate supply activity and the using unit. It is the responsibility of the using unit to prepare the cancellation requests for those demands which are true excesses and not in receipt of shipping status/release status, or in receipt of either BP or BV status.

e. A back order is established whenever a high priority (01-08) demand is submitted by a loaded using unit and the demand is passed to the next higher source of supply. If the supporting intermediate supply activity acquires assets which may be utilized to fulfill the requirement established by the back order, the assets are force fed under the using unit's document number. The using unit is responsible for inducting the cancellation request to the next higher source of supply when assets are furnished through redistribution action or from a local source of supply via open purchase.

4. **Materiel Obligation Validation**. A Materiel Obligation Validation (MOV) is conducted quarterly between a requisitioner and a wholesale source of supply to validate backorders to that source. The source of supply will initiate the validation by requesting the requisitioner to validate the backorders, therefore, allowing the supply source to update its records. Refer to the DLA customer assistance handbook and UM 4400-124. FAILURE to participate in the MOV will result in your requisition being CANCELED.

5. **Receipt Transactions**. Under ATLASS II+, the using unit issue point becomes the focal point for most of the unit's business. The issue point is responsible for receiving, identifying, and processing all incoming materiel. Materiel received at the issue point is furnished for various purposes; i.e., for stock to meet computer-determined requisitioning objectives (RO's), to fill requisitions from WC's, and to maintain authorized levels of T/E assets. The issue point must physically receive the materiel and issue it to a specific WC or place it in stock.

a. When the materiel is received at the using unit issue point, it will be verified against the shipping invoice to ensure that the item received actually corresponds to the item listed on the

invoice. Again, to ensure correct property accounting procedures are followed, it is crucial that the receiving section confirm the **purpose code** of each item shipped prior to issuing that item to a WC (refer to Chapter 2, Part I, paragraph 4).

    b. Copies of the shipping invoice or a manually prepared materiel receipt will be attached securely to the materiel.

    c. The using unit receiving materiel will report the receipt to the Source of Supply. The receiving section will induct the Receipt on Board (ROB) for the quantity received into the shipped and actual quantity fields as soon as possible after material arrives at the issue point.

    d. When the materiel received does not belong to the using unit, the materiel concerned will be shipped to the correct using unit or contact the correct unit for pick-up. An alternative is to return the item to the ISA.

    e. When materiel is received without a shipping invoice, the warehouseman will attempt to identify the materiel by inspecting the package for a NIIN without destroying the level of packaging of the item. Open the packaging in the event a NIIN is not found. Utilize the expertise within the unit and FedLog to determine the NIIN and the probable WC. Follow the procedures found in paragraph 6.b.(1) following.

6. **Processing Receipt Transactions Against the DMR**. When the receiving section receives the shipping invoice/paperwork/manifest from the issue point, it will be processed immediately against the DMR by cross-referencing the NIIN and document number.

    a. All documents should be arranged in NIIN sequence and processed first against the DMR. The Supply Officer and Maintenance Officer/WCs should determine unit procedures for pick-up of parts by WCs. The ROB is the first step and should be inducted by the issue point. For most consumer level activities this is the supply warehouse. Entering the document into the ROB identifies to the WC that a part/item is "on board" at supply and that it requires pick-up. If WC's are properly managing their Work Orders/Tasks, *there should be no need for supply to phone WC's.* Once the WC signs for the equipment, the document needs to be identified as a POD by supply/issue point personnel.

        (1) If more than one document for the same NIIN is on the DMR, and there is a backorder with a higher priority than the incoming materiel; induct the ROB to receipt for the materiel, but do not induct a POD for the backorder on the document number received. Rather, release the backorder for the document with the highest priority and issue the materiel against that document. Downgrade (modify) the priority of the document whose backorder you filled to the priority of the incoming materiel that you used to fill that backorder.
        (2) If there is no backorder with a higher priority than the incoming materiel, a ROB should be inducted for the document number of the incoming materiel. Once the commodity signs for the items, the authorized personnel will receipt for this quantity in the POD field. This will cause the backorder quantity to be reduced by the amount receipted for and will complete the requisition process.

b. Receipt for Asset Not Appearing on the DMR. Should the NIIN on the receipt not appear on the DMR, take the following action.

(1) Check the DMR to ascertain whether the materiel is the result of a valid requisition. If document numbers correspond inquire the NIIN management module to determine if the NIIN is a suitable substitute. If so, the receiving section will induct the ROB and issue the item, then release the back order by inducting the POD. If the NIIN is not identified within NIIN management as a suitable substitute, use FedLog to determine if the item is a suitable substitute. If it is a suitable substitute, then notify the customer service section of the intermediate supply activity to create a prime-substitute relationship within ATLASS II+ for those NIIN's. If the item is not a suitable substitute, take actions per the "Erroneous Materiel" decision table found in UM 4400-124.

(2) If the receipt transaction is for a back-ordered item previously released by a force-fed receipt, simply induct the ROB for the quantity received and place the materiel on location as operating stock.

c. Backorder Release of Force-Fed Item. When processing receipts against the DMR, keep in mind that a back order can be released by a receipt document with a different document number and quantity. As an example, during the procedure of processing receipts against the NIIN DMR, a 3000 series receipt document is received. This is a force-fed-type document with a quantity of 10. An investigation of the DMR shows a recent high priority requisition for this item with a quantity of 5. A check of all remaining receipts shows nothing for that document number or NIIN. A materiel receipt transaction must be prepared to receipt for the force-fed document. ATLASS II+ will give you a picking ticket to issue the item to the WC. Place the remaining quantity of the force-fed items in operating stocks.

d. Partial Receipt. Match the NIIN, document number on the receipt and the one on the DMR. A ROB will be inducted for the quantity received. Additionally, when the WC receives the gear, the quantity received will be inducted in the POD field by authorized personnel. This action will bring about a back-order release for the amount received.

(1) In the case where a back order for a quantity has been established and a review of requirements shows that part of that quantity is no longer needed, a cancellation document is submitted.

(2) At times, the materiel will be shipped before the intermediate supply activity receives the cancellation request; thus, when the cancellation processes, it will reduce the back order listed on the opstock NAP.   In this instance, the supply issue point prepares a materiel receipt transaction for the quantity received and processes the receipt on board (ROB) and the POD. The quantity not required will be placed into Purpose Code A-stocks.

e. Receipt for Assets Without a Shipping Invoice. When the materiel is received without a shipping invoice, take the following actions.   If the materiel can be identified with a NIIN and document number, and the materiel is a back order, ensure that the POD is accomplished by the personnel authorized to induct the transaction. If the NIIN is identified but a document number cannot be determined, receipt for the materiel with a receipt not from due. Be sure **to validate the purpose code** of the item received in order to avoid maintaining purpose code C items in

operating stocks. If a receipt not from due is processed for organic equipment (Purpose Code C), ensure a purpose code transfer/issue to C-Stock is processed promptly.

   f. Materiel Receipt From the WC

      (1) The materiel receipt transaction (receipt not from due) is used by the using unit to report the turn-in of serviceable or unserviceable materiel from a WC within the using unit. The receipt not from due transaction is also used to receipt for items for which there is no record on the DMR.
      (2) When the materiel is returned to operating stocks (Purpose Code A), a statistical fiscal credit may be provided, based on command policy.
      (3) The materiel is placed in operating stocks at the issue point. The DMR clerk should manually prepare a DD 1348-1 or similar documentation to substantiate a chain of custody. The DD-1348-1/documentation should contain the following information: DIC, NIIN, U/I, quantity, "shipped from" and "shipped to". Supply issue point personnel will sign and date the DD-1348/documentation.
      (4) Distribution of the manually prepared DD 1348-1/chain of custody documentation is as follows:

         (a) Original to the DMR clerk for input into the system.
         (b) One copy to the WC turning in the materiel.
         (c) Remaining copies attached to the materiel.

      (5) When materiel is turned in by a WC, and the document number from which the materiel was originally issued can be identified, resubmit the original issue transaction with a credit reversal indicator entered. The issue transaction with a credit reversal indicator should only be submitted if fiscal credit is authorized in accordance with local command policy; otherwise, submit a receipt not from due as outlined herein.

   g. Processing Direct Delivery Receipts

      (1) When materiel is received under a direct delivery document number, the materiel handling will be the same as for a normal receipt. The receipt transaction will be processed against the NIIN DMR to obtain all outstanding document numbers for the item.
      (2) After obtaining the outstanding document numbers, they will be processed by the requisitions clerk against the document number DMR which contains the DIC AB cross-reference status card trailer, citing the direct delivery document number. Once the cross-reference has been established. Process the receipt transactions using the procedures previously outlined.

7**. **Backorder Release or POD**. Before processing a material receipt transaction to release a back order, personnel authorized to induct PODs should perform the following:

   a. Compare the quantity of the backorder release with the back-order quantity on the document number by reviewing the DMR. In order for the transaction to process, the back-order release quantity must be equal to or less than the DMR back-order quantity.

b.   Validate that the NIIN to be released and the back ordered NIIN are within the same family of NIIN's, and that the units of issue are equal. If either of these conditions is not met, the transaction will not process.

c. Ensure that the materiel receipted for was back-ordered under the same document number as the receipt prior to attempting to process the POD for that item. The POD field will not be accessible if there is not a backorder quantity resident.

8. **Processing Discrepancies in Shipment**. Discrepancies in shipments consist of those types listed in paragraph 5.3 section 3 of UM 4400-124. Follow these procedures and those contained in SIM 01-97 MRA PROCEDURES.   Conduct the following causative research prior to inducting a lost shipment: 1) Look in the warehouse. 2) Look in the POD file for the receipt. 3) Contact the intended recipient.   4) Physically check the MAILROOM and their issue logs (establish procedures in the unit to coordinate the issue of items that come through the mail into the unit's mailroom – especially maps and GSA items). Once you have done these things, if the item and/or POD is still missing, then follow the procedures contained in the references above. ATLASS II+ automatically inserts the correct discrepancy code for a lost shipment. Even if you did not run the correct discrepancy code (SIM 01-97) you can still submit a Supply Discrepancy Report (SDR), but you must state in the remarks section that the proper DRA (see SIM 01-97) was not submitted.

CHAPTER 5 - FISCAL PROCEDURES

1. **General Information**.   The preparation and updating of formal fiscal records are accomplished using the Standard Accounting, Budgeting, and Reporting System (SABRS). This does not change with the advent of ATLASS II+.

   a.   Fiscal management is inseparable from command.   Commanders are legally and administratively responsible for funds granted. By virtue of billet, the Supply Officer serves as a using unit's fiscal officer, and is therefore accountable for managing all funding issues. To understand budgeting and fiscal management, it is necessary to know what a budget actually is.

      (1) Budgeting is simply forming a spending plan for the command to accomplish its assigned missions during a fiscal year. The budget reflects how a commander will allocate funds in order to operate. Simply put, a budget is an itemized list of expected expenses.

      (2) When formulating a budget, the Fiscal Officer estimates the amount of money needed for repair parts, replacement of Stores Account Code (SAC) 1 Table of Equipment (T/E) assets, SL-3 items, petroleum, oil and lubricants (POL), Self Service (DSSC) items, open purchases, and any other expenses deemed necessary. Budgets will be prepared and submitted per local procedures and timelines. In general, however, each anticipated expense should be justified by the Fiscal Officer prior to submission to higher headquarters.

      (3) It is imperative that Fiscal Officers use all available sources of information when formulating a budget, including: historical data, short and long-range training schedules, input from commodity managers, and the unit's SAC 1 deficiencies. Remember that the unit commander has final authority and say concerning all budgetary matters. When formulating the budget, prioritize expenditures by placing the highest requirements (usually maintenance of equipment) first. Funding shortfalls should then be for lower priority requirements.

      (4) At the beginning of each fiscal year, an authorization will be provided to each unit in writing by the higher headquarters Comptroller, based upon the budget submitted by the unit. Once this authorization is received, a unit may begin spending funds for that fiscal year.

   b.   Authorizations are divided into two categories: Operating Forces Financial System (OFSS) and Operating Budget (OPBUD).

      (1) An OFSS authorization, commonly referred to as "soft dollars" or Requisitional Authority (RA), represents funds to be spent on items ordered through the intermediate supply activity. Examples are SAC 1 deficiencies, repair parts, and SL-3 items.

      (2) An OPBUD authorization, also called "hard dollars" or Planning Estimate (PE), is provided for Self Service items and open purchases. OPBUD funds represent actual cash that is spent on merchandise.

      (3) Yearly authorizations are typically broken down by quarter. The Fiscal Officer must familiarize himself or herself with local procedures regarding the transferal of funds from one quarter to another.

2. **Budgeting**

a. When preparing a budget it is necessary to consider several different areas of funding. For example, when examining deficiencies, only SAC 1 items need to be considered, as SAC 2 and 3 items are paid for by COMMARFORLOGBASES and Headquarters, Marine Corps, respectively.

(1) For SAC 1 Items, the Fiscal Officer must consider increases/decreases in total allowances, projected amounts to maintain each item (repair parts and SL-3), unserviceable items on hand that need replacing, items with an expired shelf-life, and operational requirements. Input from commodity managers, the unit's Operations Officer, Logistics Officer, and the commander will prove invaluable in this process.

(2) Commanders should assist the budgeting process by determining their funding priorities for the fiscal year. T/E assets belong to the unit commander. Therefore, he should decide which deficiencies will be purchased, and which will remain unfunded.

(3) Although SAC 2 and 3 items are initially paid for by other agencies, the using unit is responsible for maintaining the equipment. In most units, the largest portion of the budget is devoted to maintenance of Principle End Items (PEIs). This area must be examined carefully, using historical data, planned operations, and current readiness information.

(4) Fiscal Officers must also consider planned operations that may be funded by higher headquarters. These types of operations will usually decrease the amount of funding required by a unit. Coordination with the MSC Comptroller is a must to ensure the accuracy of budget submissions. All valid post-operation expenses should be properly documented, and requests for reimbursement made per local procedures.

b. Budgeting for Self Service items and open purchases is also important to ensure a unit can accomplish assigned missions. Historical data will prove useful, as will input from commodity managers. Allow the commander to review all open purchase requirements prior to budget submission.

(1) Local Contracting Offices, as well as the MSC Comptrollers will drive open purchase procedures. Care should be taken to ensure all purchases fall within legal parameters and established guidelines. In general, unit commanders should be kept appraised of all open purchase buys.

(2) Additional items that are unit specific, or replacements for outdated equipment must also be considered during budget formulation. Often, these items must be open purchased.

(3) As the fiscal year progresses, open purchase requests may exceed fiscal authorizations. In this case, utilize the commander or his/her designated representative to prioritize the requests.

c. Once the budget has been approved and funds authorized by the MSC Comptroller, the Fiscal Officer, in conjunction with the unit commander, should allocate funds to each WC/section. This may be accomplished using the ATLASS II+ fiscal module. ATLASS II+ forces the WCs to obligate funds allocated to them responsibly. The system will not allow a WC to over-obligate. If a WC runs out of money, they should submit a request for additional funds to the unit commander, via the Fiscal Officer and Logistics Officer. If the commander approves the

request, then the Fiscal Officer must go into the fiscal tab, pull funds from one area/section (i.e., reserve) and load more funds to the requesting WC.

    d. ATLASS II+ allows a Fiscal Officer to review/approve transactions meeting a certain dollar criteria prior to those transactions processing. For example, a commander may decide that all WC requisitions/tasks over $500 should be reviewed and approved by the Fiscal Officer before they are submitted to the ISA. This may be accomplished by entering the "systems" screen, located within the ATLASS main menu. Within systems, access the "administration" tab, then go into the "site" tab to set the dollar criteria. This will cause all requisitions/tasks entered by the unit, and above the set threshold, to populate in the Supply Mailbox, awaiting approval.

    e. If, during the course of the fiscal year, the Fiscal Officer determines more funds will be required, a request for additional funding should be forwarded through the chain as dictated by local procedures. Fiscal Officers must ensure that authorizations are not exceeded without written approval from the MSC Comptrollers.

    f. Fiscal Officers/Supply Officers are advised to obtain the Commanding Officers financial priorities prior to submitting the budget. By way of example, a Commanding Officer might prioritize his funds in the following manner: 1st maintenance; 2nd exercises/training; 3rd T/E deficiencies. Spend the unit funds consistent with the CO's budget guidance.

3. **Financial Information Pointers**

    a. The Financial Information Pointer (FIP) is the SABRS key to matching budget execution to budget formulation data. In other words, the FIP shows the type of funds used and what type of items they were used to purchase.

        (1) The FIP consists of 30 alpha/numeric characters. For a detailed listing of elements comprising a FIP, refer to MCO P7300.20.

        (2) Fiscal Officers should familiarize themselves with three elements of the FIP, in particular. These are the Job Order Number (JON), Object Class/Subobject Class (OC/SOC), and Budget Reporting Code (see MCO P7300.20).

        (3) FIPs are loaded into SABRS by the MSC Comptroller. It is the unit Fiscal Officer's responsibility, however, to make sure the information loaded in SABRS is accurate, and matches the data loaded into the unit's ATLASS II+ machine. **JONs loaded into ATLASS II+ must already be present on the SABRS FIP Table in order for requisitions to process.** Pay particular attention to this detail when conducting exercises funded by higher headquarters (exercise JONs issued), or when attaching to or detaching from another command.

        (4) If information contained within FIPs changes during the fiscal year, it is the Fiscal Officer's responsibility to update ATLASS II+. Thus, frequent reconciliation is necessary.

4. **Fiscal Records**

    a. There are many programs and methods available to the using unit to monitor and track fiscal expenditures on a daily basis. While procedures are locally driven, it is important to note

that *SABRS remains the "boss" fiscal file*. The ATLASS II+ fiscal module currently does not possess the capability to track/process price variances, and it improperly de-obligates funds when a SAC 3 document is canceled (reverting those funds back into your balance available for obligation). This will obviously skew your fiscal accounting records within ATLASS II+. Therefore, the Fiscal Officer must reconcile the unit's internal reports, whether they are ATLASS II+ reports, informal ledgers/logbooks, or computer accounting programs, with SABRS reports. In order to ensure fiscal management is up-to-date, this reconciliation should be completed after each SABRS cycle (frequency of SABRS cycles varies by location).

    b. Numerous reports exist in SABRS to assist the using unit in fiscal management (see MCO P7300.20 for a complete listing and description). At the using unit level, though, it is beneficial to become familiar with two main types: Budget Execution and Material and Services.

        (1) In order to access these reports in SABRS, a unit must first know its Fund Administrator Code (FA). This is a two-digit code, assigned locally, that identifies a specific unit under a MSC (i.e., battalion within the division). Refer to MCO P7300.20 for more information.

        (2) Budget Execution reports show the bottom line, so to speak. The main report managed by using units is the Fund Administrator Management Report, or XR-16. The XR-16 lists current authorizations, obligations, and remaining balance for both RA and PE funds. **Note that the unit's total authorization listed in ATLASS II+ may not match the XR-16**. Refer to paragraph 4.a., above, for details.

        (3) Material and Services Reports detail actual transactions that created obligations, credits, or errors. Depending upon the report, the transactions are listed by documents number, OC/SOC, FIP, or other financial information. Those reports listed by document number prove most useful to using units.

    c. Using units should, at a minimum, work the following financial reports:

        (1) <u>M275</u> - The Daily Transaction Update Report lists each individual transaction, by document number, that was processed. Any change in reservation, obligation, expense, or liquidation of a document will be reflected on this report. The Fiscal Officer must reconcile internal records (logbooks, customized fiscal adhoc report, etc.) with the M275 to ensure documents are posting properly in SABRS. Furthermore, price variances/changes may be monitored using the M275.

        (2) <u>M207</u> - DSSC Daily Transaction Report shows each Self Service transaction processed into the current cycle. DSSC receipts should be reconciled with this report after each cycle to ensure charges made to the unit are correct. Credits given to units for turn-ins will also post to the M207. This report is like your Self Service "bank statement" and must be monitored closely.

        (3) <u>M150</u> - The Unliquidated Orders Report (ULO) provides the unit with all transactions that have not completed, or "liquidated". MCO P7300.20 mandates that this report be reviewed at least quarterly, but local procedures may set more stringent requirements.

        a. It is essential that all documents resident on the M150 be reconciled with the unit's DMR, per local guidelines. Through this reconciliation, a unit ensures that documents expense

and liquidate correctly. Using units may also discover the need to recoup obligated funds during this review, resulting in an increase in funds available for obligation. Units may want to use ADHOC reports within ATLASS II+ to assist in the validation process. Without reconciling the M150 with internal records, a Fiscal Officer cannot present the unit's accurate fiscal posture to the commander.

        b. Corrective action is the responsibility of the Fiscal Officer. Local procedures will dictate, however, who actually enters corrective transactions into SABRS. For more information on SABRS data entry refer to MCO P7300.20 and the SABRS Material and Services User's Manual.

    d. Fiscal Officers should keep commanders appraised of the unit's fiscal posture at least weekly, as each SABRS cycle will produce changes. Reports and/or briefings should be provided to commanders and higher headquarters per local procedures.

5. **Fiscal Transactions**

    a. Fiscal Officers should be familiar with certain transactions generated in SABRS. Each transaction processed through ATLASS II+ will not necessarily produce a SABRS transaction, but a few essential ones must be monitored.

        (1) An over-the-counter issue from the using unit will produce an issue (D7A) fiscal transaction in SABRS, citing the cost code assigned by the unit. The end result is an obligation.

        (2) When an item is requisitioned, a DGA (obligation) fiscal transaction results. If the requisition is canceled, a DGA (reversal) will be generated in SABRS, which de-obligates the funds allocated for that document. This transaction will appear on the M275 report as a DGA, preceded by a negative (-) sign. The resulting increase in available funds will also post to the XR-16, under both the "obligations" and "available balance" columns.

        (3) When the using unit releases a backorder, a DG6 is created in SABRS. Backorders are frequently released as the unit receipts for the gear from "due", which causes the document to simultaneously obligate, expense, and liquidate.

        (4) The intermediate supply activity will post walk-through documents to the using unit's FA. The transaction will post to SABRS as an issue.

    b. Open purchases are conducted per local procedures. With the advent of the International Merchant's Purchase Agreement Card (IMPAC), procurement from non-government organizations has been streamlined. Local contracting offices, in conjunction with the Major Command Comptroller, will determine guidelines for processing SABRS transactions resulting from IMPAC buys. Regulations governing the use of IMPAC purchases are quite strict. It is incumbent upon the Fiscal Officer to monitor these purchases closely, and to request assistance from contracting and/or comptroller personnel when unsure of the legalities involved.

CHAPTER 6 – GUIDANCE FOR SUPPLY SUPERVISORS

1. **Purpose**. This chapter is designed to provide practical guidelines for supervisors in the day-to-day management of an account. It is not intended to be all-inclusive. Rather, it focuses upon the main tasks a supervisor must do in order to ensure the account runs efficiently and effectively, and in accordance with current orders and directives. As a supervisor, you are encouraged to explore the capabilities of ATLASS II+ within your shop and unit. Maximize the potential of a system that is not batch process oriented and tailor your office procedures to operate in a continuous pattern. For example, you may need to place a terminal in the warehouse at the issue/receiving point to minimize the number of times a POD is handled. Grant access/rights & privileges, "SQ," to enhance the operations of the whole unit. When employed properly, ATLASS II+ can frequently replace the need for phone calls, meetings and other delays – the information is right there, easily accessible. For instance, the Commanding Officer and the Operations Officer have access to readiness information and can pinpoint problem areas without the use of a staff meeting.

a. The FSA falls under the umbrella of the Supply Officer -- by design, you are the unit's "materiel management officer". Learn all that the "SYSTEM" section of ATLASS can do. Explore all the modules and discuss the capabilities and limitations with the S-3/S-4/maintenance officers, etc. Assign FSA's with prudence. Learn all **management and balance codes** – these are the new codes you and your Marines need to master to efficiently manage your account.

*Pay particular attention to the interface modules in ATLASS II+. Your interfaces must be up and running in order for incoming and outgoing transactions or status to flow properly. Closely monitor, in conjunction with the unit FSA, all screens within the interface modules. Many times what appears to be a major problem can be fixed quite easily. For example, status on your transactions will not flow properly if the "CONUS" block is not checked within the interface module. Make it a part of your daily routine to check your interfaces. Reference **CG II MEF Msg 061400Z Jul 00** for detailed information concerning daily interface checks that must be performed. If unit personnel encounter an interface problem that they cannot remedy, **immediately contact the II MEF Help desk**.*

2. **Scope of Responsibilities**. Supervisors shoulder many responsibilities, far too numerous to list here. The myriad of tasks that must be accomplished within a supply account may be simplified, however, by breaking them down into daily tasks, weekly tasks, and monthly tasks. This chapter focuses on the weekly and monthly tasks that should be accomplished by supervisors.

3. **Weekly Tasks**. Each day within a supply account is very important. Neglect within certain areas may have far-reaching impacts (i.e., requisition management). Clerks must be made aware of the importance of their daily/weekly tasks. Supervisors cannot possibly manage each and every daily task performed, nor is that approach advisable. There are several things a supervisor can do, however, to facilitate management functions on a weekly basis.

a. **Reports**. Since supervisors cannot review all the various reports every day, they should devise a schedule that enables them to review all major reports in a week's time. For example, Monday may be scheduled for the Unit Material File, Tuesday for the Document Management Report, and so on. In general, the following reports, or samples thereof, should be reviewed weekly:

(1) Unit Material File. Check all annotations for accuracy, and ensure the clerk satisfactorily answers any questions you may have. Select a few TAMCNs at random and ask the clerk to show you any required supporting documentation/system approvals for changes made to the records. Supply Officers are advised to initial all changes at least weekly, if your unit maintains paper copies of the UMF.

(2) ATLASS II+ Mailboxes. Property Accounting and Requisition/fiscal mailboxes should be checked at a minimum once a day. All entries within the mailboxes require approval before updating property records or submitting requisitions. It is important to note that ATLASS II+ allows for continuous transmission of data to the intermediate level and wholesale level. While the absolute minimum is to check the mail boxes once daily, it is recommended that periodic checks be performed throughout the day, such as upon arrival to work, mid-morning, prior to lunch, post- lunch, mid-afternoon and at the end of the day. This will allow data to flow and will actually reduce the amount of time you spend in front of the computer. Presently, most wholesale SOS's run four cycles daily, making it entirely possible for you to receive status for your documents the same day that you initially process them

(3) Purpose Code 'A' Stock. Weekly reviews of your operating stocks will help validate equipment is being accounted for properly.

(4) Ad Hoc Reports. Supervisors are also encouraged to create Ad Hoc reports for daily/weekly review. Reports that list the same information previously found on the SASSY Unit Performance Report and Balance Analysis Report will prove particularly useful.

b. **Reconciliation's**. Reports that should be reconciled weekly follow:

(1) UMF/SMF. Pull a small sample of your Section Material Files (one or two WCs) weekly and reconcile both the on hand and allowance quantities with the UMF. Take aggressive action to fix any disparities, and, if possible, don't move on to other reconciliations until all currently identified discrepancies have been fixed. Also, make sure that all serial numbers recorded on the SMF match actual on hand numbers. Have the clerk back brief you on any disposals, rollbacks, or redistributions, as required. *Supervisors must stay abreast of the movement of assets in or out of the command.*

(2) Purpose Code 'A'/UMF. Ensure purpose code 'C' equipment is not resident in 'A' stock. Furthermore, if the unit does not rate operating stocks, items should not remain in Purpose Code A for more than 30 days. Work discrepancies as they occur.

4. **Coordination**. During the course of a day/week, coordination with several people may become necessary. Examples include: unit's logistics officer, executive officer, commanding officer, responsible officers, regimental supply officer, and higher headquarters supply/maintenance offices. Much of a supervisor's day is spent in meetings with all of the above-mentioned personnel. The important point here is that you remember to pass along key

information to <u>both</u> superiors and subordinates. Coordination meetings can prove very useful if handled correctly, and can also become a great source of assistance and/or knowledge.

a. It is highly recommended that you report all relevant supply issues to both the Logistics Officer and Commanding Officer on a frequent basis (daily to once-a-week for CO and daily for S-4). Both of these billets possess a vested interest in the account, and can provide much needed guidance concerning logistical matters.

b. Coordinate with the Logistics Officer for all matters pertaining to field operations/deployments, feeding plans, operational requirements, personnel issues and fiscal.

c. Coordinate with the Commanding Officer concerning all matters of unit policy, procedures, inventory results (gains/losses), fiscal and commander's intent for supply operations.

d. Coordinate with the Operations Officer and your Company Commander for issues surrounding your section's training schedule. This area is often overlooked, unfortunately. Supervisors should lobby to have their section training time placed on the unit's training schedule. This ensures your section training gets the command attention it deserves.

e. Coordinate with higher headquarters whenever necessary. Frequently, higher headquarters will schedule meetings of supervisory personnel. Make every attempt to attend these meetings, as valuable information is usually presented. These meetings also serve as great opportunities for you to gain some network contacts among other logisticians.

f. Remember to utilize ATLASS II+ capabilities to the fullest. Train your superiors to use the system to extract required data. This may decrease the frequency of meetings within your unit.

5. **<u>Scheduling</u>**. Time management represents a crucial task for supply supervisors. Producing weekly and monthly schedules is one way to ensure valuable time isn't wasted. As a supervisor, you must take the time to "chart the course", so to speak, for your section.

a. Published schedules allow each clerk to know what task, operation, or training must be accomplished for that day/week. Obviously, printed schedules should remain flexible and will be dependent upon various situations or circumstances. It is imperative, however, that supervisors convey what tasks need to be completed for each week in a month. Within reason, hold your subordinates responsible for completion of scheduled tasks.

b. Section SOPs are a good place to publish daily requirements of each job. Take the time to produce SOPs for every job within your section, and require clerks to incorporate it within their desktop procedures. Shop around other units and higher headquarters for good SOPs. Review other SOPs and then tailor them to suit your section's goals and/or needs.

c. When used properly, schedules and SOPs allow all clerks in the section to know what tasks to accomplish each day when they report to work. Again, hold subordinates responsible, but remain flexible and reasonable. Only so much can be accomplished in a day's time. A word

of caution, review all SOPs to ensure guidelines within current orders and directives are not being violated. For more information regarding SOPs see Section 1008 of MCO P4400.150E.

6. **Monthly Tasks**. Some of the tasks described above may become monthly occurrences, vice weekly, based upon operational tempo, deployments, and various other outside factors.   If focused upon monthly, the items listed below will greatly increase the supervisor's awareness of the section's performance.

     a. Reports. Just as there are reports that should be reviewed weekly, the following reports should also be looked at monthly:

     (1) EAF/UMF. Take a sample of your total number of TAMCNs on record and review them for accuracy.   In particular, make sure all allowances for Type I/II/III items are loaded correctly.   Local allowance listings will also prove useful in this reconciliation process. At a minimum, this should be accomplished after each MDL update.

     (2) DMR. Review the Document Management Report monthly looking for proper follow up actions and proper use of priority designators. Also, concentrate on the management of high priority documents. Make phone calls if necessary to ensure status is satisfactory. Go over any problem documents, such as *lonesome demands* or *aged status*, with your clerk. Provide solutions and/or training to the clerk, if needed. A great feature of ATLASS II+ is that of the unified database. The WC and supply sees the same status on the screen. There is no need for the line by line reconciliation; but the WC and supply officer should be engaged to resolve problems for NMCS requisitions, such as delay in status/bad status or Estimated Ship Date (ESD) does not meet requirements. Supply has now become more like a customer service for their various work centers. That is, WCs should manage their own requisitions, and call upon the supply section when assistance is required. Three general questions should be asked by the WC and supply:

Is what's required on order?   ATLASS II+ generates requisitions based on the WON – however managers must pay attention to cancelled documents and the reject status and take appropriate actions. Look for transactions passed to an IMM that have been in review (BS/BD) or pass (BM) status longer than two to three days. With ATLASS II+ your transactions are passed to IMM's numerous times a day. IMM's have up to four daily cycles. What are you waiting for on these? **Pick up the phone and call** or submit the appropriate transaction. The codes in UM 4400-124 and the DLA Customer Assistance Handbook apply. WCs should contact   supply   immediately   for   help   resolving   these   issues.

Is what's on order required? Look for requisitions not associated to a WON or for parts to a repair or event (e.g. exercise) that has been cancelled. Look for a due-in with no corresponding back order (excess dues). Cancel these, ensuring you either notify supply, or get help from supply.   This   is   necessary   due   to   the   fiscal   interface/de-obligation   of   funds.

Will the SOS ESD meet my requirement? If the ESD does not meet your requirement, then you should *pick up the phone and call the IMM or contact your ISA's Customer Service Section.* In most cases, it is best to allow supply or maintenance management personnel to contact the IMM/ISA, although it is permissible for WCs to do so, if necessary.   The Commanding Officer

has to approve certain Urgency of Need Designators (UND) and must approve the entire WON. Refer to MCO P4790.2C.

NOTE: Remember to check your interfaces prior to calling outside sources for help! Your documents may not be reaching the intermediate supply activity because the interface is either shut off or set up incorrectly.

        (3) SMF. Specific information is provided in section 3.b(1) above. Supervisors, however, should make sure to review enough WCs each week, so as to complete all WCs in a quarter. If every section's material file has been thoroughly reviewed prior to scheduled quarterly reconciliations, discrepancies reported by ROs will be kept to a minimum.

        (4) DRMO Lists. These lists should be reconciled as required. By reviewing DRMO lists/requests created by your warehouse and/or WCs and cross referencing them to your mailbox, you can ensure equipment is being disposed of in a timely manner. This reconciliation will keep your warehouse in order and also help keep your commodities' storage areas tidy.

        (5) Money/Value Gain Loss Reports. Since gains and losses affect accountable balances, this function should be run on a periodic basis; preparing them on a monthly basis is recommended. Commanders have a vested interest in all gains and losses of an account, so it is wise to aggressively and professionally prepare the MVGL Report.

        (6) Warehouse Locations. It is recommended that a location verification be performed for a sample of all locations within your warehouse at least once a month. ATLASS II+ requires each and every asset coming into the unit to be assigned a location. If not managed properly and aggressively, assets may remain in "phantom" locations, such as "PendingCA" for extended periods of time. Warehousemen must be trained in the efficient use of the ATLASS II+ warehouse module, in order to ensure proper inventory control.

    b. Packaged Operational Rations (POR). Monthly reviews of POR records are recommended. In most units, the volume of ration transactions conducted in a week/month is fairly low. Therefore, this review should be simple, fast, and effective. Supervisors should ensure that all rations are being accounted for "from the cradle to the grave". Also inspect any rations stored for serviceability and sanitation. Match actual on hand quantities with supporting documentation, and research all discrepancies. Refer to MCO P10110.40B for specific regulations concerning the requisition, storage, and issue of rations. Active MARFOR's do not need to load rations to ATLASS II+.

    c. Personal Effects. Supervisors should reconcile with their unit's administrative section at least bi-monthly. Ensure that all personnel given TAD orders in excess of 30 days have been offered secure storage for their effects. Also keep an eye out for personnel assigned to the brig, in the hands of civilian authorities, on appellate leave, or on leave for extended periods of time. Specific regulations concerning personal effects may be found in MCO P4050.38. Due to legal ramifications, supervisors must make this area a *high priority*. Assign a responsible, trustworthy, and professional NCO as your effects custodian.

d. Inventories. Spot inventories should be scheduled at least monthly. Supervisors must decide, however, on the merits of increased inventories based upon the condition of the account and operational tempo, among other things. Select a small sample of TAMCNs to inventory each

month. By conducting spot inventories, supervisors can ensure property records reflect accurate on hand balances. This practice will greatly reduce the number of discrepancies discovered during annual wall-to-wall inventories, too. Supervisors should also publish cyclic inventory schedules. ATLASS II+ allows you to schedule both spot and cyclic inventories for a specific range of TAMCNs. See figure 3-1, preceding, for more information concerning inventories.

e. <u>Training</u>. This area is frequently misunderstood by supervisors, and is therefore often overlooked. Problems arise not because day to day on-the-job MOS training is being neglected, but because supervisors are unaware of how to properly identify problem areas, train to those deficiencies and then document training and proficiency. The following guidelines are provided:

(1) Training does not have to occur in a classroom environment. In other words, supervisors can legitimately document on-the-job training (OJT). In fact, training should be constant and continuous in supply sections. It is also recommended, however, that scheduled classes be given whenever possible. These classes should focus on negative trends.

(2) Train to Individual Training Standards (ITS). If at all possible, make all documented training relevant to MOS and the applicable ITS's. Refer to MCO 1510.73B and 1510.34A for more information concerning ITS's.

(3) When classes are scheduled, ensure class outlines and attendance rosters are used. Cross reference attendance rosters with individual training records. All training must be documented in each individual's folder/record. Individual folders should also reveal which ITS's were trained and on what date.

(4) It is recommended that a section SOP be devised to document OJT. The key element is the ability to cross reference training conducted with individual training records. Supervisors should assign a competent, aggressive NCO or SNCO as the section's training officer. This will ensure OJT occurs and is properly documented.

(5) Supervisors should review any training conducted at the end of each week. *Training will not fall behind or be neglected if this recommendation is put into practice.* Solid training programs always benefit the section; by increasing the knowledge level of the individual clerk, a supervisor is also increasing the overall effectiveness of the unit.

(6) **Train to deficiencies**. Supervisors must discover weak areas and train to correct.

7. **General Management Guidance**. The contents of the chapter, so far, have focused upon specific things supervisors may do to ensure the smooth day-to-day functioning of the supply account. The discussion below contains more broad principles to assist supervisors in their daily activities.

a. **Leadership**. When all is said and done the success or failure of a supply account depends largely upon the day-to-day leadership provided by supervisors. Care should be taken to mentor and counsel subordinates as often as possible concerning their performance. The simple principle of knowing your subordinates will take you far, as that intimate knowledge of each clerk will better enable you to train to his/her needs. Three main things that a supervisor should do every day are discussed below:

(1) **Communicate**. Keep the lines of communication open constantly. Ensure clerks know the "big picture" of an account, and realize the manner in which their job is interconnected with others. For example, it is the supervisor's responsibility to make sure the SMF clerk coordinates any changes in a WC's on hand quantity with the UMF Clerk, and vice versa. Likewise, the warehouse and UMF clerk must communicate effectively concerning disposal actions, receipting actions, inventories, personal effects, and so on. The lines of communication should be open from the top to the bottom and bottom to top. Supervisors must communicate their intentions to subordinates well, and must also be able to accept constructive criticism or new ideas from their clerks. Poor communication within the supply section will quickly degrade the effectiveness and efficiency of the account.

a. Scheduled Meetings. Supervisors should schedule or call section meetings whenever necessary. Organized, scheduled meetings work well to inform personnel of upcoming operations, the focus of main effort, long-term or short-term goals, and the supervisor's expectations. These meetings may also hone in on specific problem areas, and offer a forum for the presentation of workable solutions.

b. Unscheduled Meetings. Impromptu meetings should be called when required. Short meetings during the day serve to refocus personnel on the important issues at hand, and are very effective during fast, hectic workdays. Supervisors should always attempt to meet with the section chief each day to discuss any pertinent issues. Shop chiefs and clerks must also feel free to ask supervisors for a quick meeting at any time. Again, open communication is paramount to supply success.

(2) **Teamwork**. Along the same lines as paragraph 7.a.(1) above, supervisors must encourage teamwork within the section. Each and every job within supply is linked, in some way, to another. The effectiveness of the warehouse location system greatly impacts the accuracy of the UMF, for example. Constant, daily training and encouragement of subordinates will ensure your account functions as a smooth machine. When all members of a supply section understand the overall impact of their jobs, and they communicate effectively with one another, the supervisor's job is much easier. Lapses in communication and teamwork must be corrected immediately.

(3) **Priority Setting and Delegation**. Set priorities for your Marines to allow them to focus on what's important first. The junior Marines of the section should handle nearly all supply work. The supply officer should focus on future supply support accountability issues in order to set realistic goals for the supply section to achieve.

b. **Available Resources**. Several resources exist to assist the supply supervisor in the performance of daily duties. Use them as often as necessary, and be willing to request assistance from other agencies. The list of agencies/resources below is not all-inclusive, but is intended to point the supervisor in the right direction.

(1) Supply Management Assist Teams (SMAT).

(2) Regiment/Squadron Supply Officers.

(3) Division/Wing Supply Office.

(4) Customer Service Section/Garrison Support/Deployed Support Sections of the Intermediate Supply Activity. This is your point of contact for RIC M01: ISSA/SMU FISCAL OPEN PURCHASE section.

(5) Field Supply and Maintenance Analysis Office

6. **Summary**. With aggressive leadership and the application of guidelines contained within current orders and directives, supervisors can successfully manage supply accounts. Recommendations given in this chapter will greatly assist the supervisor in establishing, and maintaining, effective and efficient supply support. Finally, supply personnel are encourage to read applicable reference material contained in policy, users manuals, TM's, SI's, and SOP's. The FSMAO supply checklists are a good place to start looking for the guidance you need in a particular situation.

ATLASS II+
INTERMEDIATE MAINTENANCE ACTIVITY (IMA) PROCEDURAL NOTICE
NOTICE NUMBER: 1
DATE: 18 May 99

Subj: AUDIT TRAIL SIGNATURES FOR SENSITIVE MATERIAL

Encl: (1) OIC, FSMAO One ltr 4400 over U87 dtd 11 May 99

1. <u>Background</u>. ATLASS II+ is a paperless system. Work Orders (W/O's), the successor to the Equipment Repair Order (ERO), are electronically forwarded by using units to the supporting IMA. Since all business transactions between using units and the supporting IMA are in electronic media there are no provisions for equipment receipt and acceptance signatures. These circumstances pose no significant problems with accountability for most categories of equipment due to the rigid rights and privileges structure featured in ATLASS II+. However, current policy regarding accountability and audit trail management for CMS equipment, Infantry Small Arms /Small Missile Components requires rigid accountability and authorized signatures when transferring custody of the same from one holder to another. These policies apply regardless whether the transfer of custody is permanent or temporary such as the case with evacuation of equipment from an owning unit to a supporting maintenance activity.

2. <u>Why a Procedural Notice is required.</u> To meet doctrinal and policy requirements not addressed or resident in the basic framework of ATLASS II+.

3. <u>Procedure</u>. IMA Commodity Companies will follow the basic guidance contained in the enclosure and the amplifying guidance contained in subparagraphs a. through f. below when conducting repair transactions involving CMS equipment, Infantry Small Arms, and Small Missile Components.

   a. When accepting Infantry Small Arms/Small Missile Components for repair, IMA Commodity Companies will write or stamp the following statement on a paper copy of the owning unit's W/O. The paper copy will be used as an IMA Receipt and will be certified by affixing the signature of the Marine authorized to accept the equipment:

   "**This is to certify that the Infantry Small Arm / Small Missile component (whichever is applicable) identified on W/O Number_____ has been received by (Printed Name and Signature)_____ on (date)_____.**"

The owning unit will retain the paper copy W/O with original acceptance signature. The respective Commodity Company will retain a copy of the same.

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    b. When returning repaired Infantry Small Arms/Small Missile components to the owning unit, IMA Commodity Companies will write or stamp the following statement on a paper copy of the IMA W/O:

> **"This is to certify that the Infantry Small Arm / Small Missile Component (whichever is applicable) identified on W/O Number_____ has been received by (Printed Name and Signature)_____ on (date)_____."**

The paper copy W/O will be used as an Owning Unit Receipt and will be certified by affixing the signature of the owning unit representative authorized to accept or pick up equipment from the IMA. The IMA will retain the paper copy W/O with original acceptance signature. The owning unit will be provided a copy of the same.

    c. When accepting CMS equipment for repair, IMA Commodity Companies will write or stamp the following statement on a paper copy of the owning unit's W/O:

> **"I, the person whose signature appears on this document, certify that I have in my possession and hold myself responsible for the COMSEC item(s) identified on this form, commencing on the date indicated and that I understand the requirements for the proper handling, storage, inventory and accounting of the same. (Printed Name and Signature)_____**
> **Date_____"**

The paper copy will be used as an IMA Receipt and will be certified by affixing the signature of the Marine authorized to accept the equipment. The owning unit will retain the paper copy W/O with original acceptance signature. The respective Commodity Company will retain a copy of the same.

    d. When returning repaired CMS equipment to the owning unit, IMA Commodity Companies will write or stamp the following statement on a paper copy of the IMA W/O:

> **"I, the person whose signature appears on this document, certify that I have in my possession and hold myself responsible for the COMSEC item(s) identified on this form, commencing on the date indicated and that I understand the requirements for the proper handling, storage, inventory and accounting of the same. (Printed Name and Signature)_____**
> **Date_____"**

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The IMA W/O will be used as an Owning Unit Receipt and will be certified by affixing the signature of the owning unit representative authorized to accept or pick up equipment from the IMA. The IMA will retain the paper copy W/O with original acceptance signature. The owning unit will be provided a copy of the same.

    e. Paper copy W/O's with original Using Unit receipt/acceptance signatures will be maintained on file for two years.

    f. The procedures provided in sub-paragraphs 3.a. through 3.f. above may also be applied to other sensitive items as directed by the Commanding Officer.

4. <u>Applicability</u>. This procedural notice is only applicable to ATLASS II+ owners.

5. <u>Cancellation</u>. This procedural notice will remain in affect until cancelled by the Maintenance Operations Section.

                        W. E. JENNINGS
                        Major/USMC
                        Maintenance Operations Officer

ATLASS II+
INTERMEDIATE MAINTENANCE ACTIVITY (IMA) PROCEDURAL NOTICE
NOTICE NUMBER: 2
DATE: 24 May 99

Subj: MIMMS AIS PROCEDURES DURING ATLASS II+ BETA TEST AND
      IMPLEMENTATION

Ref: (a) MCO P4790.2_
     (b) TM 4700-15/1_
     (c) UM 4790-5

1. Background. During the ATLASS II+ BETA Test period the IMA must support two categories of customers; ATLASS I/MIMMS Customers and ATLASS II+ customers. In an effort to streamline the repair parts requisitioning process and leverage the speed and power of ATLASS II+, the IMA also decided to "Backfit" ATLASS I/MIMMS customer ERO's. However, since there is no interface between ATLASS II+ and MIMMS AIS the IMA must still continue to support ATLASS I/MMIMS users through MIMMS AIS and properly close out MIMMS AIS transactions associated with ERO's supporting ATLASS II+ users. These circumstances necessitate running parallel systems until which time the entire MEF is implemented on ATLASS II+.

2. Why a Procedural Notice is required. To ensure that all Commodity Companies apply the same standard and procedures relevant to MIMMS AIS transaction reporting during the ATLASS II+ Beta Test/implementation period.

3. Procedure. IMA Commodity Companies will follow the guidance contained in subparagraph 3.a. through 3.c. below relevant to MIMMS AIS transaction reporting for both ATLASS I/MIMMS and ATLASS II+ customers.

   (a) MIMMS AIS transaction reporting requirements for ATLASS I/MIMMS Principle End Item (PEI) customers.

     (1) ATLASS I/MIMMS customers will be treated as they always have. ERO's will be inducted to MIMMS AIS per references (a) through (c). However, once inducted, the only other MIMMS AIS transaction reporting required is updating of job statuses in order to provide the customer visibility of equipment repair status on the Using Unit TAM Report. There is no other requirement to record information in the Description of Work Block on the ERO.

Subj: MIMMS AIS PROCEDURES DURING ATLASS II+ BETA TEST AND
IMPLEMENTATION

(2) Once an ATLASS I/MIMMS customer ERO is opened in MIMMS AIS a Third
Echelon Work Order (W/O) will be opened for the corresponding ERO using the Non-
Supported Unit (NSU) feature of ATLASS II+. All maintenance tasks will be recorded on
the W/O and all repair parts will be requisitioned against the applicable tasks.

(3) Once all repairs are complete or the item of equipment for which the ERO and
W/O exist is determined as a "Wash Out" the appropriate MIMMS AIS Job Status will be
ran and the ERO will be closed out when the customer receipts for the equipment. ATLASS
II+ close out actions will be run concurrently with the MIMMS AIS close out actions.
Copies of the closed ERO will be filed per current MIMMS SOP.

b. MIMMS AIS transaction reporting requirements for ATLASS II+ PEI customers.

(1) ERO's that existed in MIMMS AIS for ATLASS II+ customers prior to Beta Test
will remain open until all maintenance actions are complete. There is no requirement to
continue to update Job Statuses except to allow close out of the ERO as long as there is a
corresponding W/O open in ATLASS II+. Once all maintenance actions are complete the
ERO will be closed in MIMMS AIS and will be filed per current MIMMS SOP.

(2) During the period of 3 May 99 through 31 May 99 Commodity Companies were
given the option of either opening an ERO in MIMMS AIS or at a minimum preparing an
ERO but not inducting it to MIMMS AIS for PEI's submitted for repair by ATLASS II+
customers. This procedure was put in place as an insurance policy in the event a
catastrophic failure of ATLASS II+ occurred. Starting on 1 June 99 this procedure is no
longer required. ERO's that were opened in MIMMS AIS for ATLASS II+ customers
during the 3 – 31 May 99 timeframe will be managed per the guidance provided in
paragraph 3.b.(1) above. ERO's that were only filled out but not inducted to MIMMS AIS
during the period of 3 – 31 May 99 may be destroyed.

c. MIMMS AIS transaction reporting requirement for support of Secondary Reparables
(SecReps).

(1) During the period of 3 – 31 May 99 Commodity Companies were given the
option of either opening an ERO in MIMMS AIS or at a minimum preparing an ERO but
not inducting it to MIMMS AIS for SecRep's inducted for repair by all customers. This
procedure was put in place as an insurance policy in the event a catastrophic failure of
ATLASS II+ occurred. Starting on 1 June 99 this procedure is no longer required.

2

Subj: MIMMS AIS PROCEDURES DURING ATLASS II+ BETA TEST AND
       IMPLEMENTATION

ERO's that were opened in MIMMS AIS for SecRep's during the 3 – 31 May 99 timeframe
will be managed per the guidance provided in paragraph 3.b.(1) above. ERO's that were
only filled out but not inducted to MIMMS AIS during the period of 3 – 31 May 99 may be
destroyed.

4. Applicability. This procedural notice is only applicable to both ATLASS I/MMIMS and
    ATLASS II+ owners.

5. Cancellation. This procedural notice will remain in affect until cancelled by the
Maintenance Operations Section.

                              W. E. JENNINGS
                              Major/USMC
                              Maintenance Operations Officer

ATLASS II+
INTERMEDIATE MAINTENANCE ACTIVITY (IMA) PROCEDURAL NOTICE
NOTICE NUMBER: 3
DATE: 4 JUNE 99

Subj: PROCEDURES FOR USE OF THE NAVMC 1018 INSPECTION/REPAIR
   TAG IN CONJUNCTION WITH ATLASS II+

Ref: (a) MCO P4790.2_
   (b) TM 4700-15/1_
   (c) UM 4400-123

1. Background. ATLASS II+ has brought us closer to a true "Paperless Environment." Under the provisions of references (a) and (b) numerous paper forms and records were required in order to perform maintenance management responsibilities. With the implementation of ATLASS II+, many of these forms and records become obsolete. However, there are certain forms even in the ATLASS II+ environment that do not have an electronic equivalent. The NAVMC 1018 Tag falls into this category. The NAVMC 1018 Tag serves two purposes. It provides a means for identification of corrective maintenance defects and/or required modifications. It also serves as a record jacket of sorts for secondary reparables once they have been placed in stock subsequent to repair at the Intermediate Maintenance Activity. Reference (b) mandates use of the NAVMC 1018 Tag for commodity areas requiring exchange of secondary reparables and for all Ordnance Equipment. Reference (c) also requires that the NAVMC 1018 Tag be attached to all secondary reparables.

2. Why a Procedural Notice is required. To confirm the requirement for continued use of the NAVMC 1018 Tag and to provide amplifying guidance for completion of the same in the ATLASS II+ environment.

3. Procedure. Commodity Companies will continue to use the NAVMC 1018 Tag per references (a) through (c) and the amplifying instructions contained in subparagraphs 3.a. and 3.c. below.

   a. The NAVMC 1018 Tag will be completed per paragraph 2-9 of reference (b) and the amplifying instructions below.

      (1) On Side A enter the Evacuation WON in the ERO NO. field. For items of equipment with open ERO(s) in MIMMS AIS the 3rd Echelon ERO Number will also be entered.

      (2) On Side A enter the 2nd Echelon WON for ATLASS II+ customers or the 2nd Echelon ERO Number for ATLASS I / MIMMS customers in the Request NO. field.

(3) On Side A enter the NIIN of the item undergoing repair on the first line under "INITIAL INSPECTION."

(4) On Side B enter the NIIN of the item undergoing repair on the first line under "DEFECTS CORRECTED/MODS INCORPORATED/REMARKS."

(5) All other data fields will be completed per paragraph 2-9 of reference (b).

   b. Commodity Companies are highly encouraged to use the NAVMC 1018 Tag beyond reference (b) requirements for all equipment undergoing repair.

   c. Commodity Companies are also encouraged to recommend further procedural changes relevant to NAVMC 1018 Tag use and completion as we continue to refine our ATLASS II+ procedures and business practices.

4. Applicability. This procedural notice is applicable to all companies within the battalion to include H&SCo. It is also applicable to ATLASS II+ and ATLASS I / MIMMS owners.

5. Cancellation. This procedural notice will remain in affect until cancelled by the Maintenance Operations Section.

                           W. E. JENNINGS
                           Major/USMC
                           Maintenance Operations Officer